



# Wakefield Trinity Community Foundation

## Role Profile

### **Description: Women's and Girls Rugby League Development Officer**

<b>Job Title</b>	Women's and Girls Rugby League Development Officer
<b>Salary</b>	£19,000 - £21,000 per annum
<b>Location</b>	Wakefield Trinity, The Be Well Support Stadium, Doncaster Road, Wakefield, WF1 5EY
<b>Hours of work</b>	37.5 hours per week – Flexible working hours with evening and weekends required
<b>Responsibility to</b>	Community Manager
<b>Contractual Status</b>	Full Time, Permanent

<b>Strategic Aims</b>	<p>Wakefield Trinity Community Foundation aim to deliver projects in the heart of the community by harnessing the power of sport, health, and education to make a lasting, positive impact on individuals' lives.</p> <p>The Wakefield Trinity Community Foundation delivers a range of projects under our four principles of: Sport, Health, Inclusion and Education. Sport is an engaging tool that allows our staff to work with a range of individuals, delivering important lifestyle messages to inspire others to make positive changes to their own lives.</p>
<b>Strategic Aims of Role</b>	<p>The aim of the role is to increase the amount of people within the Wakefield District engaging in rugby league activity.</p> <p>The Women's and Girls Rugby League Development officer will successfully lead on all Women's and Girls Rugby League project delivery, including W&amp;G's Ambassador Clubs Programme, Holiday Camps, Trinity Talent Pathway, Community Coach Education, and support schools' delivery.</p> <p>They will also be responsible for growth in new areas, new teams and development of the new W&amp;G's Ambassador programme and ensure that they are delivered efficiently on time and to the required targets.</p> <p>Supporting in matchday ticket ticketing initiatives within the community and aim to increase spectators with a focus on more girls to support Wakefield Trinity.</p> <p>The Women's and Girls Rugby League Development Officer will report directly and work closely with the Head of Women's Rugby and Community Manager. They will also need to have a positive working relationship with all the Community Foundation Management team, employees, Foundation Trustees, and wider Wakefield Trinity RLFC staff.</p>

<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead on all Community Rugby League projects, the majority will be focused on Women's and Girls, but other areas of work will be required as directed by the Community Manager</li> <li>• Planning &amp; delivery of coaching sessions within Schools, Colleges, and the Community to meet the strategic aims of the role.</li> <li>• Record and produce accurate reporting to allow the impact of our programmes to be measured, this includes monitoring participation figures, creating case studies, reporting to key stakeholders and funders.</li> <li>• Link participants to sustainable projects either internally or externally</li> <li>• Maintain accurate records of all delivery sessions</li> <li>• Support the Community Manager to promote and maximise match day tickets to participants on your delivery programmes.</li> </ul>
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<b>Additional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work with the Media Executive to ensure that projects are promoted through a broad variety of digital channels.</li> <li>• Ensure safeguarding/child protection/vulnerable adults' policies are adhered to at all times Working with schools and organisations and ensuring appropriate risk assessments and control measures are in place</li> <li>• Work in collaboration with the management team at the Foundation to ensure that our strategic aims are being met.</li> <li>• Undertake other administration tasks as appropriate to your level of responsibility, including undertaking duties as can be reasonably expected to ensure the smooth running of the Foundation</li> </ul> <p>The duties and responsibilities described are not a comprehensive list and that additional tasks may be assigned to the employee from time to time</p>
	<ul style="list-style-type: none"> <li>• Assist with 'Game Day' activities where required</li> <li>• Attendance at core Wakefield Trinity Community Foundation/Wakefield Trinity RLFC events as required, this will be set in a calendar of events</li> <li>• Contribute fully to the wider work of the Foundations organisational priorities; this includes supporting work delivered by other departments.</li> <li>• Additional duties as deemed required by Wakefield Trinity RLFC.</li> </ul>

<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Diligent and professional</li> <li>• Excellent time and task management skills with good attention to detail</li> <li>• IT literate</li> <li>• Highly self-motivated with the ability to work independently and act on own initiative</li> <li>• Flexible with a positive outcome focused approach to problem solving</li> <li>• Collaborative worker with the ability to work within a team and develop partnerships (both internally and externally)</li> <li>• Ability to communicate effectively in a variety of ways to different audiences</li> <li>• Ability to provide proactive customer service (both internally and externally)</li> <li>• Demonstrate respect for diversity and equality of opportunity to actively promote an inclusive environment</li> <li>• Demonstrate commitment to own learning and continuous improvement through training and development</li> </ul>
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<b>Requirements</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• UKCC Level 2 Coaching Certificate ideally in Rugby League</li> <li>• A full UK driving licence and own vehicle</li> <li>• Experience of delivering community-based programmes</li> <li>• Safeguarding</li> <li>• First Aid</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Degree in a sport/exercise-based subject</li> <li>• UKCC Level 3 Coaching Qualification or willingness to work towards</li> </ul>
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