



COMMUNITY FOUNDATION

Role DESCRIPTION	
Role Title	Cardiff Rugby Community Girls Officer
Salary	£24k
Location	Cardiff Arms Park and/or other locations within the region as appropriate to the role
Hours of work	35hrs per week <i>You will be expected to work additional hours to meet the requirements of your position including where your role requires you to work on match days</i>
Responsible to	Cardiff Rugby Community Foundation Director
Responsible for	<ul style="list-style-type: none"> To Inspire, Engage & Improve opportunities for all people within our communities. Lead officer for specific work programmes as assigned to you by your manager, including CAVC Women's Rugby Academy.
Contractual Status	Permanent, following six month probation
Role Summary	The successful candidate will aid and assist the Cardiff Rugby Community Foundation, CAVC and the WRU by delivering a variety of work programmes for girls within the Cardiff region. Responsibilities and programme leadership will vary depending on which area they are assigned to.
Key Relationships (subject to Change)	<ul style="list-style-type: none"> Work within Cardiff Rugby Community Foundation Work within Cardiff & Vale College Work within WRU Hub programme Work closely with other departments within Cardiff Rugby Work closely with teaching staff at schools Form excellent working relationships with Higher Education establishments such as colleges and universities Work alongside unitary authority members of staff

Role DESCRIPTION

Key Responsibilities, tasks and Activities

CAVC Academy Delivery

- Oversee all training, administration and fixtures for the women's rugby academy
- Lead player development with emphasis on their studies
- Recruit students and promote the academy

School Delivery

- Plan and deliver or facilitate high quality rugby sessions for females in Primary & Secondary Schools.
- Provide opportunities for local primary schools to attend locally run festivals each term.
- To formulate, deliver or facilitate the delivery of fully inclusive programmes of rugby activity which engage students of all abilities
- To encourage and support females to transition into local community clubs, Girls Hubs or alternative offerings, as appropriate
- Promote WRU digital classroom resource to local primary schools
- Increase the number of young people who are exposed to rugby, and who have a positive experience of the game and Cardiff Blues.

Workforce development

- Develop young people as leaders, referees and volunteers through the WRU Rugby Leaders programme, referee education and other relevant opportunities such as social media activators
- Train, mentor & deploy student workforce to help deliver primary school and create opportunities and pathways for rugby leaders to deliver in the schools in which they study.
- To provide enrichment opportunities for young people within the game of rugby, such as enhancement of life skills and future employability to benefit their communities

Club Development

- Promote local fixture matrix for schools and provide Taster and development sessions with signposting to local girls hubs.
- Support local clubs through providing opportunities for student coaches and referees
- Provide CPD events for coaches and volunteers of local rugby clubs
- Promotion of Cardiff Rugby offers to clubs and player appearances

Community Engagement

- To contribute to the social and physical wellbeing of local communities, through the promotion of an active and healthy lifestyle
- Create and Consolidate Effective Working Partnerships, connecting with partners in the community to support with specific rugby activity and/or programs breaking down social barriers.

Other

- Assist at Cardiff Rugby Experiences and rugby camps when required
- Assist at Cardiff Rugby match day activities when required
- Assist at a variety of community events within the region delivering fun sessions
- Gather and maintain such data as may be required for monitoring the

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Continued Professional Development	<ul style="list-style-type: none"> We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience

PERSON SPECIFICATION	
Experience	<ul style="list-style-type: none"> Strong interpersonal skills and relationship management University undergraduate or postgraduate student Previous Community engagement experience Previous rugby coaching Previous work experience within a rugby environment
Skills & Qualifications	<ul style="list-style-type: none"> Minimum UKCC Level 1 in Rugby Union Excellent IT Skills, specifically Microsoft Word, Excel & PowerPoint Excellent written and verbal communication skills are essential Time management and organisational skills
Other	<ul style="list-style-type: none"> Valid UK driving licence and use of a car This role is subject to an enhanced DBS disclosure check An understanding and commitment to equal opportunities in employment and sport An understanding of individual responsibility in complying with the Health and Safety policies and arrangements Will need to be professional, punctual and well presented in appropriate kit at all times Represent and promote the Cardiff Rugby Brand

The Role description is subject to change pending review by the role holder and their line manager.