



Job Title: Hub Officer (Part WRU Funded)

Salary: BS12-18 (Fixed Term WRU agreement)

Reports to: Curriculum Area Manager & WRU/Local Hub Steering Group

JOB DESCRIPTION

Job Purpose

The role of the Hub Officer is to promote and develop rugby union within the Educational setting;

- In a school, the Hub Officer will primarily be required to promote and develop rugby in curriculum time, and to establish extra-curricular activity which engages boys and girls of all abilities within a fully inclusive rugby programme – including development as coaches, referees, administrators and volunteers, as well as participants with established links to club/cluster and community provision
- In a college of further education, the Hub Officer will be required to drive programmes of participation which recruit or retain participants within the game after the age of 16, while also contributing to the wider development of rugby within associated feeder schools, including development of coaches, referees, administrators and volunteers, with established links to club/cluster and community provision
- In university, the Hub Officer will be required to maximise participation in rugby within the student community, through driving programmes of recreational and intra-mural rugby for male and female participants of all abilities, including the development of an inclusive workforce within the institution and across the local community

Through this and other activities the Hub Officer will contribute to the objectives of the Educational settings relating to the academic attainment, engagement and enrichment of students; to the development of rugby union more widely within the Educational settings; and to the health and wellbeing of the community within which the Educational setting is located.

Key Responsibilities

The key responsibilities of the role are summarised as follows, having due regard to the content of the Rugby Development Agreement between the Educational settings and the WRU:

- To deliver, or to support the delivery of, rugby union for males and females
- To formulate, deliver or facilitate the delivery of fully inclusive programmes of rugby activity which engage students of all abilities
- To encourage and support males and females to transition into local community clubs, clusters or alternative offerings, as appropriate
- To support the Educational settings, local community club/clusters and in developing and maintaining a fully inclusive and appropriate environment to encourage young people to participate in rugby, including and especially through coach, referee and volunteer education and development

- To support the objectives of the Educational settings such as raising standards of academic attainment, student engagement and enrichment, community cohesion, and student recruitment
- To develop young people as leaders and volunteers through the WRU Rugby Leaders programme and other relevant opportunities such as social media activators
- To support the Local Hub Steering Group in developing objectives and targets for the Hub programme, as appropriate, and to work towards the fulfilment of these
- To gather and maintain such data as may be required for monitoring the effectiveness of the Hub programme, and to report this to the WRU and educational setting as required
- To support the WRU in fulfilling its objectives for the development of rugby, both inside but especially outside term-time, including through:
 - Supporting rugby development programmes on a local, regional and national basis, as required
 - Supporting the organisation and delivery of any WRU training / apprenticeship programme within the locality of the Educational settings
 - Attending WRU training sessions, courses, etc., as required, with a view to pursuing a personalised programme of continued professional development
- To contribute to the development and maintenance of a safe and inclusive working environment in all places of work, including through compliance with policies relating to health and safety, equality, safeguarding, confidentiality, social media and data protection (as per WRU and Educational setting requirements)
- Without limitation, to perform all such other duties, and do all such other things, as may be considered necessary to fulfil the objectives of the WRU Hub Programme as agreed with the Educational settings

Key Relationships

Headteacher/Principal
 Head of PE (or FE equivalent)
 WRU Regional Manager
 WRU Regional Co-ordinator
 WRU Regions / Regional representatives
 Local rugby club/cluster(s)/Clusters in Hub partnership
 Local secondary schools
 Feeder primary schools
 Community stakeholders, as appropriate

General Responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- All College employees are required to safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.
- To comply with the requirements of the Welsh Language Standards and contribute towards facilitating language choice within the College's service and curriculum provision.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Assessment
Qualifications & Training	<ul style="list-style-type: none"> • A current Rugby Coaching qualification at minimum Level 1 • If not held, undertake and achieve an Emergency First Aid at Work qualification within an agreed timescale • 	<ul style="list-style-type: none"> • Rugby referee qualification (WRU Level 1) • Emergency First Aid at Work • MiDAS minibus driver's qualification 	<ul style="list-style-type: none"> • Application Form
Knowledge & Experience	<ul style="list-style-type: none"> • Relevant experience working within sports development and/or community development • Experience of coaching and/or working with children and young people • Experience of working with volunteers • Experience and understanding of health and safety requirements in a rugby or sporting environment 	<ul style="list-style-type: none"> • Minimum 12 months' experience working within rugby development • Experience as a coach or workforce developer • Experience of working in a primary or secondary or further education environment 	<ul style="list-style-type: none"> • Application Form/ Interview
Skills & Abilities	<ul style="list-style-type: none"> • Self-starter, well-organised, motivated and energetic • Strong interpersonal skills, relationship-building and influencing – able to relate well to young person and adults • Excellent written and verbal communication skills • Excellent IT Skills, specifically Microsoft Office, Google Drive, related social media platforms 	<ul style="list-style-type: none"> • Ability to meet and greet in Welsh for the purpose of providing customer service • The ability to communicate through the medium of other languages as appropriate to the local community • Ability to meet and greet in welsh for the purpose of providing customer service 	<ul style="list-style-type: none"> • Interview
Personal Attributes	<ul style="list-style-type: none"> • Approachable, flexible and professional manner • Strong Team player • Able to use initiative at all times 		<ul style="list-style-type: none"> • Interview
Special Requirements	<ul style="list-style-type: none"> • Suitable to work with children and vulnerable adults • Ability to make own arrangements to travel to specific off-site venues • An understanding and commitment to equal opportunities in employment, sport and 		<ul style="list-style-type: none"> • Application Form/ Interview

	education <ul style="list-style-type: none"> • An understanding of individual responsibility in complying with the WRU and Educational settings policies and arrangements in respect of Health & Safety, confidentiality, data protection, etc 		
--	---	--	--