

## Rugby Inclusion Officer



LONDON IRISH  
Foundation

<b>EMPLOYER</b>	London Irish Foundation
<b>JOB TITLE</b>	Rugby Inclusion Officer
<b>DEPARTMENT</b>	Foundation
<b>REPORTS TO</b>	Foundation Manager
<b>DUTIES AND RESPONSIBILITIES</b>	<p>The London Irish Foundation team have an exciting opportunity for a <b>Rugby Inclusion Officer</b> to join our team in the development of our programmes across our areas of work in Berkshire, Surrey, and Middlesex.</p> <p>Specific responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• To create and lead delivery of our Rugby Inclusion Programme.</li> <li>• To further our established strong relationships with stakeholders including organisations working with disabled groups and create links with grassroots clubs to allow individuals the opportunity to progress within sport.</li> <li>• Organise and deliver sessions to train and develop a workforce for each delivery site to ensure the longevity and sustainability of the inclusion programme.</li> <li>• Plan and co-ordinate awareness sessions at various venues to continually build awareness of the inclusion programme</li> <li>• Ensure monitoring and evaluation is completed, to ensure that the progress / impact of any project within the inclusion programme is reported to the Foundation manager and key funders in a timely and effective manner.</li> <li>• To deliver high quality sporting sessions to a range of participants with varying abilities, needs and demands in a variety of different sporting environments. This may include SEN/AEN pupils in both mainstream and special schools, impairment specific sessions and mixed ability adult community groups.</li> <li>• To create, further develop and manage the strategic direction of the Foundation programme, aligned with requirements of the funding partners.</li> <li>• To work with the Foundation Manager to actively seek to identify funding opportunities and successfully attain them to develop the Foundation programme.</li> <li>• To assist in other areas of work within the London Irish Foundation team where necessary. This may include school delivery, match day events, rugby camps, festivals and other community engagement programmes and will include working some evenings and weekends.</li> <li>• Other areas of work will be agreed with the successful candidate based on their specific skills, abilities and interests.</li> </ul>

**SKILLS AND EXPERIENCE  
REQUIRED**

The ideal candidate will have the following qualifications and experience

**Essential:**

- Minimum of Level 2 Rugby Coaching Award
- Experience of working with under-represented groups of people in sport and physical activity
- Experience of sports development processes.
- Experience of developing and maintaining working relationships with stakeholders in other organisations.
- Confident communicator with excellent “people skills”.
- Good organisation and time management skills.
- Good IT skills including social media and Office Suite of programmes.
- Strong administrative and planning skills.
- Experience of leading a group of coaches within a testing and diverse project.
- Excellent motivation skills.
- Willingness to work flexible hours including some evenings and weekends.
- A passion for sport and an understanding of wider issues relating to sport, health, and education.
- An enthusiastic and committed individual who will ‘go the extra mile’ to deliver results.
- Desire and passion to work within the charity sector.
- Full and clean driving license.
- Hold, or be able to hold, a clean Enhanced DBS Certificate.

**Desirable:**

- NGB Level 1 or 2 Qualifications in other sports.
- First Aid qualification.
- Additional qualifications related to disability sport
- Knowledge of funding streams

Please email [wayne.wedgbury@london-irish.com](mailto:wayne.wedgbury@london-irish.com) along with a CV and covering letter outlining relevant experience and why you would make an excellent Rugby Inclusion Officer.

What we are offering the successful candidate:

Salary will be £20,000 to £24,000 subject to experience / qualifications.

A car will be made available for business use.

Branded sports and casual clothing will be supplied.

Match-day tickets to London Irish Home fixtures will be available as required.

The post will be based at The London Irish Training Ground at Hazelwood in Sunbury Upon Thames and will require travel to sessions and activities as required.

**Application process closes on April 3rd 2022.**

**Interviews will be held the week commencing April 4<sup>th</sup> 2022.**