

**Job Vacancy:** NRF Rugby College Manager

**Salary:** £ Competitive

**Hours Required:** Permanent Contract 37.5 hours per week (inc. occasional evenings and weekends)

**Reporting to:** NRF Funding and Development Manager

**Based at:** Office based at Kingston Park Stadium, however community-based work will be required across the region.

Newcastle Rugby Foundation is the official charitable arm of Newcastle Falcons and Newcastle Thunder professional rugby teams. Our purpose is to make rugby the positive difference that changes lives for good.

**Purpose of the role:**

- To co-ordinate, manage and deliver the Falcons Community College Rugby Excellence Programme.
- To manage the Falcons Community college programme coaching team
- To manage the player recruitment plan alongside the college deputy head of sport.
- To ensure all participants maximise their potential both on and off the pitch.
- To maintain the growth and high standard of the programme, managing the coaching team and college partnership to achieve this.
- To contribute to the Newcastle Rugby Foundation's overarching purpose and impact measurements (Boost wellbeing, Grow Skills, Raise involvement, Build Belonging).

**Key responsibilities as part of this role include:**

**Newcastle Rugby Foundation**

- Lead on planning and delivering coaching on our College Rugby Excellence Programme at Kingston Park.
- Manage key partnerships such as colleges, universities, representative rugby and academy links.
- Manage link between the College Rugby Excellence Programme and Falcons Academy.
- Lead on the development of this project as well as others in a similar field within the Foundation.
- Manage and deliver dynamic, challenging activities and coaching sessions to inspire players, and ensure they make sustained progress at all levels.
- Support participants to follow further participation pathways within the sport.
- Manage and develop a team of staff to deliver a variety of rugby engagement sessions throughout the region.
- Develop key relationships with community rugby clubs to support the programme players.
- Support the delivery of a CPD programme for coaches, teachers, and volunteers.
- Provide content for our media officer to showcase the positive work and outcomes achieved.
- Promote Newcastle Rugby within the community.
- Develop partnerships with key organisations and stakeholders to promote and enhance the work of Newcastle Rugby Foundation.
- Assist the Operations and delivery Manager in preparing and submitting reports.
- Ensure all monitoring and evaluation administrative tasks are completed promptly via Upshot.
- Support match day community activity
- To assist with Talent ID and recruitment of the U16 age group.
- Maintain strong working relationships with coaches and across the rugby community.
- Conduct skills/game reviews/ 1v1s etc.
- In addition to the duties which this job normally entails the employee may from time to time be required to undertake reasonable additional or other duties for the benefit of the Newcastle Rugby Foundation.

### Key performance indicators:

- Number of participants engaged in a rugby offer within the criteria set out by programme managers.
- Quality of programme delivery and management
- Development of the project and growth in associated areas
- Contribution to the NRF overarching impact measurement results via Upshot monitoring & evaluation system
- High quality coaching and development support

### Essential requirements:

- Ability to gain Enhanced DBS clearance (RFU)
- England Rugby Coaching Award/RFU Level 2 or higher
- Current UK Driving License & access to a car
- An understanding of and commitment to equality and diversity and safeguarding
- Experience of delivering rugby or sport/physical activity to a high standard at aged 14+
- Knowledge of local and national rugby initiatives.
- Experience in community development work in any sporting setting
- Live the Foundation's Rugby+ values
  - POSITIVE ENERGY
  - LET'S MAKE CONNECTIONS
  - UP FOR A CHALLENGE
  - SUPPORTIVE AND CARING

### Desirable:

- Experience of managing other staff
- Experience of working in a high-performance environment
- Experience of working in / working with education providers
- Refereeing qualification / other industry qualifications
- Current 1<sup>st</sup> aid qualification

### People dimensions:

- Excellent communication skills.
- Excellent organisation skills with an ability to manage your own workload.
- Ability to create relationships with stakeholders and promote the services of the NRF.
- Ability to work to a flexible schedule including evenings and weekends.
- Self-motivated, enthusiastic and honest personal attributes.
- Ability to make decisions and use own initiative.
- Comfortable in a team environment and motivated to work independently.

### Safeguarding:

- Newcastle Rugby Foundation take safeguarding very seriously and is committed to ensuring that all children and adults at risk are safeguarded at all times when engaging in club activities or services. The foundation has safeguarding policies and best practice guidelines to support this and expects all employees to adopt such policies and practices at all times.
- The organisations adhere to strict guidelines, policies and procedures when recruiting staff who work with children and/or adults at risk and is committed to ensuring staff receive appropriate safeguarding training suitable to their role/s. Successful applicants are expected to share the foundations approach to safeguarding at all times.

**Equal Opportunities:**

- The post holder's duties must be carried out in compliance with the foundation's Equal Opportunities Policy, with the Health and Safety at Work Act 1974 and subsequent Health and Safety Legislation.
- Newcastle Rugby Foundation are an equal opportunities employer, all applicants for employment will be given equal opportunities irrespective of sex, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin.
- These duties and responsibilities should be regarded as neither exclusive nor exhaustive and the post holder may be required to undertake other reasonably determined duties and responsibilities within Newcastle Falcons, commensurate with the post without changing the character of the post. This post requires an enhanced Disclosure & Barring Service (DBS). This post is exempt from the Rehabilitation of Offenders Act (1974). Information on all convictions including spent convictions must be declared, in line with the new Government Filtering System. If you wish to see our Candidate Privacy Notice [click here](#).
- Employment is subject to: satisfactory professional references, the provision of proof of eligibility to work in the UK as well as a successfully cleared enhanced Disclosure & Barring Service (DBS) check and clearance of RFU safer recruitment procedure.

**How to apply:**

Please fill out an application form, found [HERE](#), and send a cover letter (which can also be done as a video and sent via WeTransfer) outlining why you would be the right candidate for the role and email to [darren.greco@newcastle-falcons.co.uk](mailto:darren.greco@newcastle-falcons.co.uk).

**We will accept no applications after 4pm on Friday 19<sup>th</sup> July 2024.**

**Interviews will take place week commencing 29<sup>th</sup> July 2024.**