



**Job Vacancy:** NRF Rugby College Officer

**Salary:** Competitive

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

**Reporting to:** NRF Rugby College Manager

**Based at:** Kingston Park Stadium, however community work will also 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 support the growth of our rugby excellence college programme.
- To engage new players through delivering rugby activities, providing new players with a positive experience of the sport.
- 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:**

- Assist the head coach with planning and delivering our rugby excellence programme at Kingston Park Stadium.
- Lead on college rugby match day logistics
- Promote and deliver player/learner recruitment events across the region.
- Deliver dynamic, challenging lessons and coaching sessions to inspire players, and ensure they make sustained progress at all levels.
- Support players to follow further participation pathways within the sport.
- Deliver small group and 1:1 skill sessions
- Prepare and deliver analysis sessions
- Support the delivery of additional programme activities such as ball-crew, match day volunteering, schools coaching festivals.
- Develop and deliver rugby sessions through our Foundation programmes such as Project Rugby, School and Club Connections.
- Develop relationships with community rugby clubs to support the transition of new players.
- Promote and deliver community coaching camps during school holidays across the region.
- 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
- Ensure all monitoring and evaluation administrative tasks are completed promptly via Upshot.
- 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:**

- Positive progression of player development outcomes.
- Number of players attending recruitment events & transition to players on programme.
- Number of schools engaged in a rugby offer promoting transition to club events.
- Quality of programme delivery and management
- Contribution to the NRF overarching impact measurement results via Upshot monitoring & evaluation system

**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 women and girls from a wide variety of backgrounds, ages and ability levels.
- Live the Foundation's Rugby+ values
  - POSITIVE ENERGY
  - LET'S MAKE CONNECTIONS
  - UP FOR A CHALLENGE
  - SUPPORTIVE AND CARING

**Desirable:**

- Knowledge of local and national rugby initiatives.
- Experience in community development work in a sport setting
- Refereeing qualification / other industry qualifications
- Current 1<sup>st</sup> aid qualification
- Experience of coaching rugby to players from a wide variety of backgrounds, ages and ability levels.

**People dimensions:**

- Excellent communication skills.
- Excellent organisation skills with an ability to manage your workload.
- High energy, inspiring and enthusiastic personality.
- 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 and honest personal attributes.
- Ability to make decisions and use own initiative.
- Comfortable in a team environment and motivated to work independently

**Safeguarding:**

- Newcastle Falcons and 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 club has numerous 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 club's approach to safeguarding at all times.

**Equal Opportunities:**

- The post holder's duties must be carried out in compliance with the Club's Equal Opportunities Policy, with the Health and Safety at Work Act 1974 and subsequent Health and Safety Legislation.
- Newcastle Falcons, Thunder and 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 05 Aug 2024.**