



**Job Vacancy:** Community Development Officer

**Salary:** Competitive

**Hours Required:** Permanent Contract 37.5 hours per week (includes evenings and weekends)

**Reporting to:** Newcastle Rugby Foundation Operations and Delivery 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 engage and inspire participants through delivering rugby themed activities, providing them with a positive experience.
- To support the growth of rugby across the North East through working with our team of foundation coaches.
- 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:**

- Lead on planning and delivering coaching sessions to a diverse range of participants.
- Deliver dynamic, challenging lessons and coaching sessions to inspire potential new players.
- Support new players follow participation pathways within the sport.
- Deliver a variety of rugby themed programmes to schools, community groups and community rugby clubs.
- Develop and deliver rugby sessions through our NRF programmes such as Northumberland Rugby Project, Project Rugby, School Connections, Club Connections, Little Falcons and match day activations.
- Develop relationships with community rugby clubs to support the transition of new players from our engagement sessions to their clubs.
- 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 & deliver NRF Connections programme.
- Promote Newcastle Rugby Foundation in a positive image within the local 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.
- 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.
- Number of players engaged and transitioned to rugby clubs through a rugby offer promoting school to club links and transition events.
- Number of participants accessing Newcastle Rugby Foundation coaching camps.
- Quality of session and programme delivery.
- 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).
- Current UK Driving License & access to a car.
- An understanding of and commitment to equality, diversity, inclusion and safeguarding.
- Experience of delivering rugby or sport/physical activity to participants from a wide variety of backgrounds, ages and ability levels.
- Live the Newcastle Rugby Foundation Rugby+ values
  - POSITIVE ENERGY
  - LET'S MAKE CONNECTIONS
  - UP FOR A CHALLENGE
  - SUPPORTIVE AND CARING

**Desirable**

- Experience in community development work in a sport or physical activity setting.
- Knowledge of local and national rugby and well-being initiatives.
- Refereeing qualification / other industry qualifications.
- Current 1<sup>st</sup> aid qualification.

**People dimensions:**

- Excellent communication skills.
- Inspirational role model to our programme participants.
- Self-motivated, enthusiastic and honest personal attributes.
- Excellent organisation skills with an ability to manage your own workload.
- Ability to create relationships and promote the services of the Falcons Community.
- Ability to work to a flexible schedule including evenings and weekends.
- 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 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 foundation'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 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 Rugby Foundation, 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.

***For an application form or more information please email [darren.greco@newcastle-falcons.co.uk](mailto:darren.greco@newcastle-falcons.co.uk)***

***We will accept no applications after 5pm on Friday 18<sup>th</sup> October 2024.***

***Interviews will take place week commencing 28 October 2024.***