



Job Description

Company	Gloucester Rugby
Job Title	Community Development Coach
Line Manager Title	Community and Foundation Manager
Department	Community and Foundation
Grade	TBC
Number of Direct Reports	0
Number of Indirect Reports	0
Budget Accountability	0
Working pattern required	Weekdays, but will be required to work evenings and weekends including matchdays

Main Purpose of the Job

What is done, for what piece of the business, why?

Gloucester Rugby are looking for an ambitious coach who is great at building strong relationships, excellent communicators, have experience working with children and young people across a spectrum of age groups, and have a passion for inspiring people to play rugby at a grassroots level.

This role will aim to increase engagement levels and encourage children and young people to enjoy playing rugby in their local community by providing support to schools, clubs and other local organisations that will inspire the next generation of rugby players.

Key Accountabilities

Describe the key deliverables to be achieved by the post holder and the ongoing responsibilities of the role

1. To build strong and meaningful relationships in the community with key stakeholders.
2. Delivery of schools/clubs coaching programme.
3. To manage a DDP centre in your given district and work with volunteer coaches to ensure sessions are delivered to a high standard.
4. To be the main point of contact for Gloucester Rugby in a given district.
5. To plan and deliver local tournaments for schools and clubs.
6. To support with CPD training for local coaches and teachers.
7. To promote the school ticketing programme.
8. To deliver school assemblies.
9. To identify potential talent and work closely with the Academy department to refer potential candidates.
10. To develop and deliver rugby camps.
11. To support the delivery of tournaments such as Landrover Cup/EDF Cup.
12. To sell and deliver matchday activity packages.
13. To achieve delivery KPIs set by Head of Department.
14. Any other task your manager deems appropriate.

Communications

15. Develop and maintain excellent working relationships with Gloucester Rugby personnel, school/club and community contacts, participants, parents, partners and other key sponsors and stakeholders.

16. Regularly communicate and feedback to line manager about progress against KPIs or issues regarding programmes.

Additional

17. To work in a flexible way when the occasion arises so that tasks, which are not specifically covered in the job description, are undertaken.

18. To assess and take responsibility for one's own performance.

19. Conduct themselves in a professional manner at all times (both in person and online).

20. To be able to work as part of a team.

These are the key tasks as currently defined. It is expected that this job description will be regularly reviewed and may be amended from time to time, by mutual agreement, to meet changing circumstances.

Health and Safety at Work

To comply with the requirements of the Health and Safety at Work Act 1974 and associated legislation, you must adhere to the company's safety rules and procedures and take all reasonable care to protect the safety of yourself and others.

This job description is intended only as a guide to the main responsibilities and is in no way intended to restrict any individual in the performance of other duties as required by the Company.

Qualifications, Experience & Knowledge

List any academic or practical education required to perform the role. What experience does the position require the job holder to have obtained in past roles within or outside of the organisation that would demonstrate a level of proficiency.

Essential

- Minimum RFU Level 2 Coaching Award.
- Enhanced DBS.
- Full UK driving licence.
- Proven experience of coaching across age groups and environments.
- Knowledge of child protection and safeguarding.
- Strong interpersonal skills - ability to build strong relationships with people at all levels both external and internal.
- Ability to perform in a busy environment.
- Ability to work as part of a team and be flexible to change in an evolving business.
- Ability to make decisions and use own initiative.
- Ability to work to a flexible schedule including evenings and weekends.

Desirable

- First Aid Qualified.
- Safeguarding training.
- Equity and diversity in coaching training.

N.B. Employees are expected to use annual leave outside of core delivery periods unless otherwise approved. Time off in lieu (TOIL) is to be agreed and booked with the line manager when extra working time is being arranged.

Further Information

Application of Knowledge

Please highlight the option that best describes the role (mark the one that best describes how this role will operate most of the time):

- Basic level of education required; including reading, writing, and basic numeracy.
- Application of knowledge within agreed rules and set procedures, may be within a specialist or technical field.
- Demonstrates technical know-how and broad understanding of the subject area often learnt on the job. Including an understanding of multiple unrelated processes and procedures/methods.
- Good knowledge of a specialist area achieved through study or through job experience. Able to demonstrate a broad knowledge across a number of areas.
- Subject expert, with a number of years post qualification experience or equivalent business experience.
- Broad extensive knowledge of the theories and practices within a functional area and understanding on wider business impacts with other areas.
- Requires a deep and broad understanding of multiple business functions within the organisation.
- Requires extensive theoretical and practical knowledge across all major functions within the organisation.

Please provide additional commentary if needed:

Problem Solving & Innovation

Please highlight the option that best describes the role (mark the one that best describes how this role will operate most of the time):

- Problems encountered will be defined, repetitive, and routine with a solution readily available.
- Encounters fairly similar problems which require some fact finding, clarification, and basic analysis.
- Resolves issues that are differing, but related in nature.
- Resolves issues which are often varied and non-routine.
- Problems are unclearly defined and sufficient information may not be available.
- Defines and resolves complex issues where fundamental principles do not clearly apply or where data appears to conflict.
- Carries responsibility for consideration and resolution of major problems for a business function
- Resolves issues which are highly complex, nonrecurring and novel. Carries responsibility for consideration and resolution of major problems for the entire organisation.
- Resolves highly complex and novel issues with far-reaching impact and/or consequences. Carries responsibility for consideration and resolution of major problems for the entire organisation.

Please provide additional commentary if needed:

Communication and working relationships

Please highlight the option that best describes the role (mark the one that best describes how this role will operate most of the time):

- Interaction with others is limited to own team with little requirement for internal or external contact.
- Interacts with a range of individuals both within and outside immediate team to convey basic information.
- Exchanges technical or nontechnical information with colleagues and immediate superiors and/or customers.
- Shares information with a range of stakeholders internal and external but with limited requirements for persuasion.
- Interprets and explains information to audiences who are not familiar with the subject matter often requiring persuasion.
- Required to convey complex information and persuade a range of diverse stakeholders/audiences.
- Required to manage & resolve complex issues across a range of diverse stakeholders/audiences, often external as well as internal.
- Develops and communicates strategies for a department/function.
- Develops and communicates strategies for a major business segment / multiple functions.
- Develops and communicates strategies and sets vision for the organisation.

Please provide additional commentary if needed:

Timeframe

Please highlight the option that best describes the typical time horizon that this role is responsible:

- Focus on here and now
- Focus on current financial quarter
- Focus on performance across financial year
- Focus 1 - 2 year time frame
- Focus 2 - 5-year time frame

Please provide additional commentary if needed: