

Come and join our team!

Sharks Community Trust (SCT) is the official charity of Sale Sharks Rugby Club.

We work hard every day to deliver our mission to inspire, support and deliver change to communities across the North West to people of all ages and abilities.

We work with over 12,000 people annually in three key areas: Community Engagement, Education and Rugby Development. Our highly skilled, dynamic and passionate team now deliver over 50 community projects that change the lives of a huge spectrum of people across the North West; from children and young people right through to senior citizens.

We believe in the immense power of our sport being used to positively transform people’s lives. We believe the North West is a home to extraordinary people like you. **This is your chance to be part of our story!**

The charity is now looking to recruit a Rugby Development Officer to work as part of the Trust’s successful rugby development programmes.

Benefits of working for Sharks Community Trust

Sharks Community Trust expects professionalism, enthusiasm and dedication from its staff team. In return, you will get the following:

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| **Sharks Community Trust Employee Benefits** |
| Kit | Everyone will receive an allocation of Sale Sharks kit annually based on their role |
| Pension | All employees will be enrolled in the Trust’s pension scheme and the Trust will match your contribution up to 3% |
| Annual Leave | Everyone is entitled to 20 days holidays plus all bank holidays and extended days over Christmas\*. This allocation increases after three years’ service.\*Rugby Coaching staff will secure these extended days in the New Year due to delivery between Christmas Day and New Year’s Day |
| Club Shop Discount | Discount in the club shop to an agreed allowance |
| Gym access | Access to the Sale Sharks High Performance Centre gym  |
| Match Tickets | Access to Sale Sharks home matches for both the men’s and women’s team |
| CPD  | Opportunity to develop yourself through a range of external and in house training  |
| Work Phone or Mobile Phone Allowance | Depending on your role at the Trust, you will either receive a work phone to complete your role or a phone allowance.  |
| Flexible Admin Working location | As agreed with line manager, administration work can be completed flexibly  |
| Management  | Supportive and encouraging management group  |

**Details of role**

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| **JOB** **DESCRIPTION** |
| **Job** **Title:** | Rugby Development Officer  |
| **Hours** **of** **work:** | 37.5 hours per week. There will also be a requirement to work evenings, weekends and match days. | **Salary:** | £24K-£25K |
| **Location:** | Sale Sharks High Performance Centre and delivery locations across the North West | **Reporting** **to:** | Rugby Development Manager |
| **Closing date** | 17th January 2022 | **Interview date** | 21st and 24th January |
| **Job** **Summary:** |
| The Trust is currently looking to recruit a *Rugby Development Officer* to join its successful team to provide organisational and administration support for its Rugby programmes across the North West. As part of the Rugby Development team for Sharks Community Trust you will be responsible for managing the range of Rugby Development programmes, focusing on Match Days, Development Camps and Project Rugby, whilst also providing coaching support on a number of the programmes.  |
| **Responsibilities** |
| Organisation, delivery and co-developing of the Trust’s Rugby Union programmes in the North West. Aspects of the role include:* To work with Trust staff to deliver community events involving grassroots rugby including holiday camps, residential programme, skills clinics, touring groups and the Land Rover Cup, including the management of bookings.
* To plan and co-ordinate events at Sale Sharks home matches (both men’s team and women’s team)to promote match day activities, including working with the Administration Co-ordinator to manage bookings and payments.
* Develop and maintain databases to help promote match days and holiday programmes and manage specific mailings of marketing information.
* To work within the Rugby Development team to develop planning and delivery skills for high quality sport sessions across the range of schools programmes eg Tag Rugby, Contact Rugby, and Mixed Ability Rugby.
* To develop relationships with stakeholders to develop links with grassroots clubs to allow individuals the opportunity to progress within their sport.
* Support and develop administration skills in order to complete Monitoring and Evaluation elements of the projects including keeping accurate records, data collection, uploading to data analysis software to measure the impact of the projects through various measurement and monitoring tools – VIEWS, ACF or UPSHOTS

The post holder will also be expected to;* Attend relevant conferences/workshops in line with identified professional objectives
* Undertake any other duties required in line with the responsibilities of the post
* Ensure the service is delivered and managed in accordance with the charity’s safeguarding policies and procedures and comply with all charity policies
* To be able to work flexible and unsociable hours where the role of the job requires
* Undertake any other duties required in line with the responsibilities of the post
* To work towards agreed Key Performance Indicators (KPIs)

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| **Person Specification** |
| * Strong administration skills including the planning and delivery of rugby and/or sports activities and events.
* Good IT skills including exceptional knowledge of Microsoft Excel, Outlook and Word.
* An England Rugby Coaching Award with experience of coaching grassroots rugby
* Experience of developing and maintaining positive working relationships with colleagues, stakeholders and partners particularly in rugby and sport.
* Excellent communication and written skills
* Good time management skills and the ability to prioritise workloads effectively
* Willingness to work flexible hours including evenings and weekends.
* Driving license and access to own vehicle
* An enthusiastic and committed individual who will ‘go the extra mile’ to deliver results
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The successful candidate will have to undergo an enhanced DBS check to work with children and vulnerable adults. Employment within Sharks Community Trust is conditional on a clear check being received.

Sharks Community Trust is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

**To apply**

Please send a CV and covering letter detailing relevant experience and how you meet the person specification to: **Jack Leech** – jack.leech@salesharks.com

**\*Please note only candidates selected for interview will be notified.**