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## Rugby Development Officer

JOB DESCRIPTION			
<b>Job Title:</b>	Rugby Development Officer	<b>Contractual status:</b>	Full-time (2 year fixed with the view to extend subject to funding)
<b>Hours of work:</b>	37.5 hours per week (Pro rata)	<b>Salary range:</b>	£25,075
<b>Location:</b>	Based out of the Sharks Training Centre, Carrington but required to deliver across various locations across North West, predominantly across and local to Greater Manchester	<b>Reporting to:</b>	Rugby Development Programme Manager
<b>Key Relationships:</b>	External; Schools, Rugby Clubs, Internal Staff, Parents, England Rugby, Constituent Bodies. Internal; Other Managers, SLT, Content Executive.	<b>Report in:</b>	None
<b>Closing date:</b>	18 <sup>th</sup> June 2025	<b>Interview date</b>	25 <sup>th</sup> June 2025

## About Sale Sharks Foundation

Sale Sharks Foundation is the charity partner of Sale Sharks Rugby Club. Our Vision is to use the power of our sport to change lives throughout the North West.

We work hard every day to deliver change in our communities to people of all ages and abilities.

We work with over 15,000 people annually in three key areas: Community Inclusion, Education and Rugby Development. You can see the impact we had by checking out our 2023/ 2024 [Sharks Watch Impact Report](#). 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 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!**

## JOB SUMMARY:

Sale Sharks Foundation are seeking a passionate and dedicated Rugby Development Officer to join their Rugby Development Department. The role will support in the delivery and development of a range of coached programmes including inclusive tag, touch and contact rugby activities. You will deliver across a range of different settings from cross curricular sessions in a secondary and primary schools, Rugby Clubs, community groups and various other locations/organisations across the North West.

In addition to coaching, a key aspect of the role involves programme development requiring strong communication and administrative skills. As well as a can-do attitude to working in a wide range of environments and with a wide range of participants.

## ROLES AND RESPONSIBILITIES

### Delivery

- Plan, deliver and review high quality rugby sessions to a range of participants with varying abilities, needs and demands in a variety of different sporting, educational, social and club environments.
- To work across Sale Sharks Foundation activities including School Delivery, Club Delivery, Match Day Activities, Rugby Development Camps, Residential Camps and the Developing Player Programme where scheduled.
- Support delivery across Community Inclusion and Education where required by the organisation, including adapted session for disabled people.
- To work with your Manager to ensure effective capacity planning towards the delivery schedule for each academic term, supporting deliver all aspects Rugby across the Foundation.
- Be comfortable to deliver classroom sessions when required towards different health lifestyle and primary literacy skills.
- Support the delivery of other Sale Sharks Foundation departments where appropriate.

### Development

- To ensure the health and safety of all participants taking part in Sale Sharks Foundations activities. This includes completing risk assessments and complying with all aspects of Sale Sharks Foundations procedures and safeguarding policies and practices.
- Provide constructive feedback in order to further develop Rugby Development programmes to ensure successful delivery and expansion of the current offering.
- Delivering sessions and programmes in a plan-do-review model in order to develop them to be current and specific to target audience's needs.
- Work with the Development Managers to identify funding opportunities and schools or community groups interested in paid provision.

### Relationship Management

- Help create and establish strong relationships with stakeholders to develop links with grassroots community groups and clubs to allow individuals the opportunity to progress within their Rugby, including mixed ability offers.
- Work with our partner organisations in order to deliver a successful, high impact projects to achieve project outcomes and outputs.
- Work with the Rugby Development Managers and other relevant team members to share and attract new participants and stakeholders you work with into our 'paid for' Rugby Development programme provisions for schools, community and wider groups.
- Build relationships through regular communication to become the key contact with stakeholders such as Schools and Clubs.

## **Monitoring & Evaluating**

- Contribute to the preparation and delivery of monthly reports and key performance indicator (KPI) reports.
- You will be responsible for maintaining up to date registers, monitoring and evaluation using different digital platforms such as upshot.
- Collate media and case studies to ensure awareness and storytelling of the projects and work of Sale Sharks Foundation.
- Create impact and programme reports for key stakeholders across the Sale Sharks Foundation programmes.

## **General**

- Ensure all none-delivery elements of projects, including but not limited to; keeping accurate records, data collection, are updated.
- Ensure internal and external stakeholder communications is addressed and responded to in a prompt and timely manner around delivery sessions.
- Undertake any other duties required in line with the responsibilities of the post or directed to my leadership
- To work flexible and unsociable hours where this is required by the role.

It is expected that the role will include working evenings and weekends including match days. This will always be agreed in advance with flexible working patterns where necessary and time off in lieu offered in agreement with your manager.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform.

It is key to this role that candidates:

- Demonstrate the Sale Sharks Foundation values at all times.
- Promote Sale Sharks Foundation's brand and ethos in a professional and positive manner.
- Be committed to applying and promoting equality, diversity and inclusion as Sale Sharks Foundation and comply with all Charity policies and procedures.
- Act in line with the Foundations code of conduct always showing professionalism in all environments we work across.

## **STAFF BENIFITS**

- £240 per year (Pro-rata, claimed monthly) wellbeing benefit
- 3% Pension contribution
- 2 tickets free per game (Men's & Women's)
- Kit provided worth in excess of £300
- 20% discount on the staff shop
- Access to Sale Sharks High Performance Gym after 4pm
- Additional leave after 3 and 5 years service
- Flexible working (where possible)
- Health insurance through Vitality which also includes free access to the Headspace app, discounted gym memberships, free weekly coffee and film rental, health checks, employee assistance as well as a wider variety of discounts on health and wellbeing products (upon successful completion of probation period)
- Annual reward and recognition awards
- Bi-annual all staff training days & Foundation socials
- Other CPD opportunities throughout the year as well as an annual budget for CPD as a team and an individual
- Access to e-learning platform
- Dogs allowed in the office/ outdoor kennels (Behaviour permitting)
- Opportunity to buy into Sale Shark performance meal prep
- Free tea & coffee in the office
- Free onsite parking

## PERSON SPECIFICATION

Knowledge, Skills & Experience	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• England Rugby Coaching Award (or equivalent)</li><li>• Experience of working with young people.</li><li>• Experience of coaching a variety of forms Rugby Union.</li><li>• An understanding of safeguarding procedures.</li><li>• Understanding of working in underserved communities.</li><li>• Experience of introducing Rugby or another Sport to young people who haven't experienced it before.</li><li>• Proficient in the use of Microsoft Office and general IT literacy.</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• England Rugby Advanced Coaching Award (or equivalent)</li><li>• Level 2 sports coaching award in a second or multiple sports.</li><li>• Experience of working with young people, in underserved communities.</li></ul>
Personal Attributes	<ul style="list-style-type: none"><li>• A passion for sport, the community and making a difference.</li><li>• A friendly, positive 'can do' attitude.</li><li>• A commitment to the aims, vision, and values of Sale Sharks Foundation</li><li>• Strong interpersonal skills with ability to work on own initiative and as part of a team.</li><li>• Ability and Enthusiasm to adapt to situations and work flexibly to support foundation delivery.</li><li>• Excellent communication and with the ability to motivate others.</li><li>• Excellent organisational skills with ability to assess priorities and work to deadlines.</li><li>• Ability to work flexible hours.</li><li>• Full driver's license and use of a consistent vehicle for business purposes, including suitable insurance.</li></ul>

## TO APPLY

To apply, please upload your **CV, covering letter and completed Equity, Diversity & Inclusion Form** (available to download on the portal or our webpage) via our [Vacancy](#)

If you are experiencing any problems with applying online, please contact [foundation.hr@salesharks.com](mailto:foundation.hr@salesharks.com)

Please do not hesitate to contact Jack Leech, Rugby Development Lead, via [jack.leech@salesharks.com](mailto:jack.leech@salesharks.com) or 07355 092114 if you would like to discuss the role in more detail.

Sale Sharks Foundation is an equal opportunities employer and encourages applications from all sections of the community. The successful candidate will undergo an enhanced DBS check to work with children and adults at risk and employment will only be offered if a clear check and suitable references are received back.

**Unfortunately, we are unable to offer feedback on individual applications and please note only candidates selected for interview will be notified. If you've not heard from us within 3 weeks unfortunately you have been unsuccessful this time.**