

## Projects Officer - Variant

### Job Description & Person Specification

#### Great Britain Wheelchair Rugby

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### JOB DESCRIPTION & PERSON SPECIFICATION

<b>Salary</b>	£25,000 pro rata (based on qualification & experience)
<b>Main Work base</b>	Home-based with National travel
<b>Hours of work</b>	18.5 hours
<b>Contract</b>	Permanent
<b>Line Manager</b>	National Development Director
<b>Line Management Responsibility</b>	None
<b>Deadline for applications</b>	24 <sup>th</sup> July 2017. However, this vacancy will close once a satisfactory number of applications are received. Interviews will be held 9 <sup>th</sup> August 2017

### Main Purpose

Reporting to the National Development Officer you will be responsible for developing and delivering the exciting new 'variant' version of wheelchair rugby. This will include all aspects of increasing participation, confirming classification, upskilling workforce and developing a competition structure.

The Projects Officer will be a key member of the GBWR staff team and is expected to act corporately working within GBWR policies and guidelines to support the National Governing Body to deliver its objectives.

### 1. Main Responsibilities

- 1.1. Strategically manage and ensure the full delivery of the new variant version of wheelchair rugby.
- 1.2. Develop and deliver initiatives to increase and sustain new variant participant numbers.
- 1.3. Ensure a 'hands on' approach to delivery. Developing new partners and delivering sessions as and when necessary.
- 1.4. Support the development of an adapted classification criteria to enable the variant.
- 1.5. Manage sport sensitivities to ensure the variant is not to the detriment of the Paralympic version.
- 1.6. Ensure high quality opportunities for those wishing to play wheelchair rugby.
- 1.7. Work with the Regional Development Officer team to support clubs who wish to have 'parallel' clubs.
- 1.8. Develop appropriate workforce resources.

### 2. Corporate

- 2.1. Liaise where appropriate with the International Wheelchair Rugby Federation

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2.2. Implement appropriate communication systems for the ‘variant’, including taking the lead on online visibility.

2.3. Contribute to the delivery of GBWR Business Plan and the achievement of annual objectives

*As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder*

#### Person Specification

Attribute	Essential	Desirable
<b>Education / Qualification</b>	<ul style="list-style-type: none"> <li>Must be educated to a minimum of ‘GCSE’ standard</li> </ul>	<ul style="list-style-type: none"> <li>Graduate preferred or equivalent experience</li> </ul>
<b>Proven Experience</b>	<ul style="list-style-type: none"> <li>Experience in delivering disability sport and an understanding of how to increase participation within targeted groups</li> <li>Good understanding of wheelchair rugby and how it can be developed to different participant groups.</li> <li>Understanding of wheelchair rugby and the classification system</li> <li>Experience in undertaking administrative duties.</li> <li>Knowledge of wider sports and club development.</li> <li>Knowledge of classification systems.</li> <li>Experience working across a number of stakeholders</li> <li>Experience of working within a charitable organisation.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in disability sport.</li> <li>Experience of working in wheelchair rugby.</li> <li>Knowledge of officiating in wheelchair rugby or other disability sport.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal skills</li> <li>Good self-management of time and ability to meet deadlines.</li> <li>Ability to work independently and think creatively.</li> <li>Ability to work strategically with partner organisations to deliver programmes.</li> <li>Proficient in IT and MS Office programmes particularly Excel &amp; Powerpoint</li> </ul>	<ul style="list-style-type: none"> <li>Competent at managing database systems</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Must be an outstanding communicator with excellent</li> </ul>	

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	<p>interpersonal skills; the candidate will have frequent verbal contact with both internal and external customers</p> <ul style="list-style-type: none"><li>• Ability to manage sensitive sporting agendas</li><li>• Good team working skills.</li><li>• Comfortable with handling confidential information and sensitive situations</li><li>• Must have an extremely positive approach to both work and life;</li><li>• Should have an ability to think creatively;</li><li>• Must be able to contribute effectively within a team environment;</li><li>• Should have strong organisational skills and attention to detail.</li><li>• Full driving licence</li><li>• DBS check will be carried out</li></ul>	
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