



Regional Development Officer – London and East Region

JOB DESCRIPTION & PERSON SPECIFICATION

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

Main Purpose

Reporting to the National Development Officer you will be responsible for developing and delivering the core wheelchair rugby activity in the designated area. This will include securing a strong network of clubs across your regions to ensure sustainability and all interest in wheelchair rugby can be captured.

The Regional Development 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. Support existing clubs to ensure they are operating well in terms of their player base, workforce, governance and finance structures.
- 1.2. Supporting clubs achieve their affiliation as part of an accreditation journey and ensure that this can be maintained through annual ‘health checks’.
- 1.3. Identify and work with key partners to develop and deliver a programme of activities to increase participation.
- 1.4. Effectively monitor and evaluate all key deliverables continually providing evidence of success.
- 1.5. Actively promote the sport and develop key messages to ensure the sport is attractive to different audiences.
- 1.6. Develop a strong relationship with existing clubs, understand their needs and develop and implement agreed plans to support them achieve their objectives, including encouraging them to be financially self-sufficient with appropriate and effective finance models.
- 1.7. Activate and support the development of new clubs within the designated area.
- 1.8. Actively develop volunteers and volunteering opportunities.
- 1.9. Ensure high quality opportunities for those wishing to play wheelchair rugby.



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2. Corporate

- 2.1. Represent GBWR at designated meetings and events.
- 2.2. Support the Membership and Corporate Secretary in the effective collection and maintenance of accurate data and information.
- 2.3. Support in the implementation of appropriate communication systems, including online visibility.
- 2.4. 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
Education / Qualification	<ul style="list-style-type: none"> • Must be educated to a minimum of 'GCSE' standard. 	<ul style="list-style-type: none"> • Graduate preferred or equivalent experience.
Proven Experience	<ul style="list-style-type: none"> • Experience in delivering disability sport and an understanding of how to increase participation within targeted groups. • Good understanding of club development. • Experience in undertaking administrative duties. • Experience in preparing accurate reports. • Experience working across a number of stakeholders. • Experience of working within a charitable organisation. 	<ul style="list-style-type: none"> • Experience of working in wheelchair rugby. • Knowledge of designated regions activity and key sector partners. • Project management experience.
Skills & Abilities	<ul style="list-style-type: none"> • Excellent interpersonal skills • Good self-management of time and ability to meet deadlines. • Ability to work independently and think creatively. • Ability to work strategically with partner organisations to deliver programmes. • Proficient in IT and MS Office programmes particularly Excel & Powerpoint. 	<ul style="list-style-type: none"> • Competent at managing database systems.
Personal Qualities	<ul style="list-style-type: none"> • Must be an outstanding communicator with excellent interpersonal skills; the candidate will have frequent verbal contact with both internal 	

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