



Regional Development Officer – Wales

JOB DESCRIPTION & PERSON SPECIFICATION

Salary	£25,000 pro rata (based on qualification & experience)
Main Work base	Home-based with National travel
Hours of work	Approx. 8 hours (Initially one day per week)
Contract	This is a Fixed Term Contract until 31 March 2020. For a suitable candidate and subject to funding being available there may be an opportunity to extend this.
Line Manager	National Development Director
Line Management Responsibility	None
Deadline for applications	22 nd February 2019. Interviews will be held the week beginning 11 th March

Main Purpose

Reporting to the National Development Officer you will be responsible for developing and delivering the wheelchair rugby activity across Wales. This will include supporting the strong network of clubs and the key partners across the country to ensure sustainability, as well as capturing all interest in wheelchair rugby across the regions.

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 safely in terms of their player base, workforce, governance and finance structures.
- 1.2. Support clubs to achieve GBWR 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. Work strategically, engaging with key partnerships, including professional rugby clubs, WRU, Disability Sport Wales and Sport Wales among others, to actively encourage and facilitate independent development.
- 1.5. Effectively monitor and evaluate all key deliverables continually providing evidence of success.
- 1.6. Actively promote the sport and develop key messages to ensure the sport is attractive to different audiences.
- 1.7. Generate income to grow and increase the sustainability of the RDO-Wales position.
- 1.8. Activate and support the development of new clubs within the designated area.
- 1.9. Actively develop volunteers and volunteering opportunities.
- 1.10. Ensure high quality opportunities for those wishing to play wheelchair rugby.

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 the implementation of appropriate communication systems, including social media platforms.
- 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. • Good knowledge of activity within designated region and key sector partners. • Experience in undertaking administrative duties. • Experience in preparing accurate reports. • Experience of working within a charitable organisation. 	<ul style="list-style-type: none"> • Experience of working in wheelchair rugby. • Project management experience. • Coaching experience within a disability sport. • Experience of working



	<ul style="list-style-type: none"> • Knowledge of safe practice in sport, particularly working with young people and adults at risk. 	strategically across key stakeholders.
Skills & Abilities	<ul style="list-style-type: none"> • 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; • Ability to manage sensitive sporting agendas. • Good team working skills. • Comfortable with handling confidential information and sensitive situations. • 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. 	

The successful candidate will be engaged in regulated activity and therefore be required to complete an enhanced DBS check