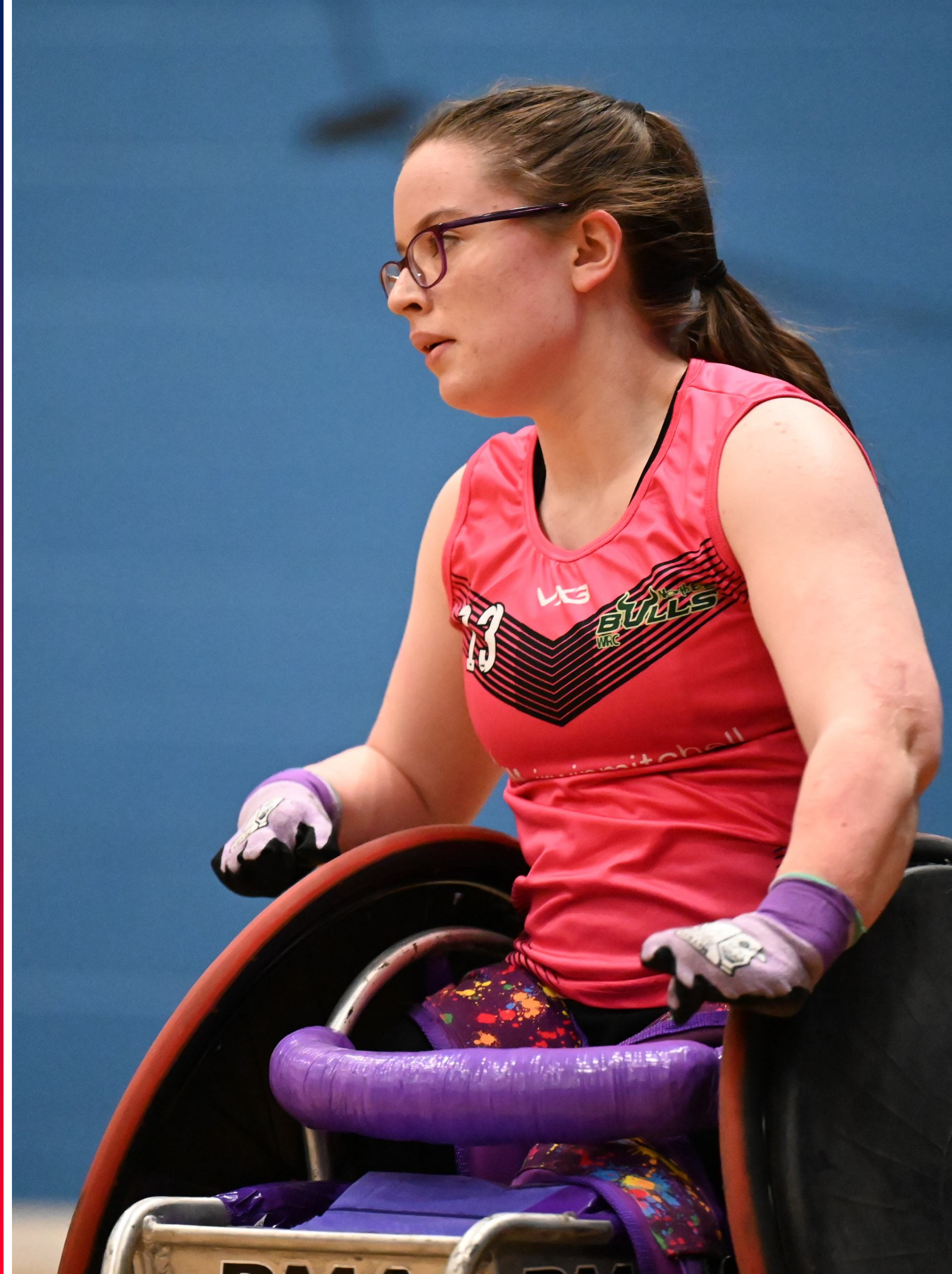




INCLUSION DEVELOPMENT OFFICER: CANDIDATE BRIEFING PACK



MESSAGE TO CANDIDATES

Dear candidate

I'm delighted that you are considering joining us as our new Inclusion Development Officer at GB Wheelchair Rugby. This is an exciting opportunity to play a meaningful role in helping more people discover, access and enjoy wheelchair rugby - particularly women and girls and people from underrepresented communities.

At GB Wheelchair Rugby, we are committed to creating inclusive, welcoming and high-quality experiences for everyone involved in our sport. This role is central to that commitment: supporting clubs to grow participation and strengthen member experience, while helping to ensure that people feel valued, supported and able to remain involved.

You will be part of a passionate and dedicated team, working collaboratively with colleagues, clubs, participants, volunteers and partners. A key focus will be developing practical initiatives, resources and learning that help clubs recruit and retain a more diverse community, alongside gathering insight and sharing the stories that demonstrate wheelchair rugby's impact.

If you are organised, collaborative and proactive, with a genuine commitment to inclusion and creating positive participant experiences, we would love to hear from you.

Best regards,

Jason Brisbane
CEO, GB Wheelchair Rugby



ABOUT GB WHEELCHAIR RUGBY

Great Britain Wheelchair Rugby (GBWR) is the national governing body for the game of wheelchair rugby in England, Scotland, and Wales, is a registered charity and company limited by guarantee, and is a full member of World Wheelchair Rugby (WWR) and of the British Paralympic Association (BPA).

In the last ten years, GBWR has grown the paralympic discipline of the sport from a domestic league with a single division comprised of seven teams, to one which now has three leagues providing competition opportunities for 22 teams. The domestic league is internationally recognised for its high level of competition, where it regularly sees international players from Europe joining domestic teams and strengthening the level of competition.

In the last five years, GBWR has developed a new discipline of the game aimed at attracting those with greater functionality than the Paralympic discipline permits. Wheelchair rugby fives allows us to reach more people with wheelchair rugby. Although in its infancy, the discipline has proved popular with new teams developing across the country, and more recently has seen international growth through WWR. With the development of wheelchair rugby fives and the Paralympic discipline, GBWR has grown and now supports 35 clubs across England, Scotland, and Wales.

The GB national team took the gold medal at the Tokyo 2020 Paralympic Games – the first medal of any colour for a European nation. The team has also secured gold at the European Championship a record total of seven times since 1995.

GBWR activities are funded through a mix of government, National Lottery, commercial, and philanthropic funding. UK Sport has recognised the achievement of the GB national team, with GBWR being in receipt of £3.2M for the LA 2028 cycle. Sport England has also recognised the success of GBWR, with annual awards totalling £0.5M to support grassroots and talent delivery.

A composite image of two wheelchair rugby players. On the left, a man with glasses and a red jersey is looking forward. On the right, a man with a black jersey and white suspenders is looking towards the camera. The background is a blurred indoor sports arena.

GREAT BRITAIN WHEELCHAIR RUGBY

“USING WHEELCHAIR RUGBY TO ENRICH LIVES AND PROMOTE POSITIVE PERCEPTIONS OF DISABILITY”

GROW THE SPORT AND CREATE GREAT EXPERIENCES

We will create an ecosystem where clubs flourish, more people get involved, and the sport is seen as an exciting and viable pathway for disabled people.

ELEVATE WHEELCHAIR RUGBY AND DISABILITY AWARENESS

Through powerful storytelling we will ensure that wheelchair rugby is seen not just as a sport, but as a platform to promote inclusiveness and support the disabled community in more than their recreational pursuits.

DRIVE SUCCESS ON THE INTERNATIONAL STAGE

We will create a program that sustains high-performance and inspires future generations of athletes.

BUILD AND STRENGTHEN PARTNERSHIPS

We will create a powerful network of partners that share our purpose and want to invest in the future of wheelchair rugby.

Our values will guide how we approach what we do and how we do it.

ENJOYMENT
EXCELLENCE
TRUST
RESPECT
INCLUSIVENESS
TEAMWORK

THE ROLE

The Inclusion Development Officer will lead on engagement and development initiatives for women and girls and underrepresented groups within wheelchair rugby.

The role focuses on growing participation, enhancing member experience, and supporting clubs to create inclusive, welcoming environments across the sport.

JOB TITLE	Inclusion Development Officer
REPORTS TO	Head of Community and Participation
DEPARTMENT	Community and Participation
LOCATION	Home based role with national travel as and when required
HOURS	2 days per week (16 hours)
FEE AND EXPENSES	£150 per day fixed day rate Expenses as per the GBWR expenses policy
JOB TYPE	12-month fixed-term contract



KEY RESPONSIBILITIES

Participation, growth and member experience

- Support the delivery of GBWR growth and retention initiatives that positively impact participation
- Lead on the development and delivery of women and girls community participation activity across GBWR, supporting clear entry points and sustained engagement within the sport
- Work collaboratively with Club Development Managers to support the design and delivery of the annual Club Experience Programme, ensuring clubs are equipped to deliver high-quality member experiences

Inclusion and workforce development

- Design and deliver initiatives, resources, and training to support clubs to recruit and retain women, girls, and participants from underrepresented communities
- Support the Head of Community and Participation in the development and delivery of partnerships that promote inclusion and community engagement, with a particular focus on women and girls participation
- Support the Head of Community and Participation on women and girls development activity across GBWR, working with internal teams to help embed inclusive practice



Insight, impact and evaluation

- Lead on the collection of insight, monitoring, and evaluation for inclusion-focused programmes and initiatives, including women and girls activity
- Support the development of GBWR's social impact framework by contributing evidence and learning that demonstrates the impact of wheelchair rugby on women, girls, individuals, and communities

Communications and storytelling

- Support the development of compelling social impact storytelling through case studies, participant stories, and examples of good practice, including women and girls-focused activity
- Provide regular content (e.g. news articles, case studies, and features) to support the organisation's digital and communications strategy
- Develop and maintain a calendar of key awareness and promotional dates, ensuring appropriate digital content and club support resources are planned and delivered, with clear visibility of women and girls initiatives

Additional

- Support clubs to deliver inclusion and participation activity by providing guidance, resources, and practical support
- Act as a point of contact for women and girls and inclusion-related programmes, responding to enquiries and sharing good practice
- Support the planning and delivery of participation and engagement events, activations, and initiatives
- Maintain accurate records, monitoring data, and contributions to reporting requirements for programmes and projects



SKILLS AND EXPERIENCE

Essential

- Experience of supporting the delivery of participation, inclusion, or community-based sport or physical activity programmes
- Understanding of barriers to participation for women, girls, and underrepresented communities, and how inclusive practice can help address these
- Awareness of equality, diversity, and inclusion principles within sport or community settings
- Strong organisational skills, with the ability to manage multiple tasks and priorities effectively
- Good communication skills, with experience engaging positively with clubs, participants, volunteers, or partners
- Ability to collect, record, and use basic monitoring and evaluation data to support reporting and learning
- Experience in producing written content such as brief reports, case studies, or digital content

Desirable

- Experience of working specifically within disability sport and/or wheelchair rugby
- Experience of supporting women and girls participation initiatives
- Knowledge of the community sport or sport-for-development sector
- Experience of supporting events, activations, or engagement activities
- Confidence using digital tools and platforms to share content or resources

PERSONAL ATTRIBUTES

- Commitment to promoting inclusion, equality, and positive participant experiences
- A collaborative and proactive approach to working with others
- Willingness to learn, adapt, and contribute positively to a small, developing team

ADDITIONAL REQUIREMENTS AND INFORMATION

- The role is subject to a cleared DBS check
- A valid full UK driving license is required for this role
- The above roles and responsibilities are in line with GBWR requirements
- The post holder must undertake regular safeguarding CPD to ensure their knowledge remains current and in line with GBWR standards

GBWR is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, coaches, and volunteers to share this commitment.

HOW TO APPLY

To apply, please submit:

- A CV of no more than two sides of A4;
- A covering letter outlining your suitability for the role;
- Names and contact details, including email addresses, for two referees and in what capacity you know them; and
- A completed diversity monitoring form: [click here to complete](#)

Completed applications should be sent to: **nas.al-sabaeiova@gbwr.org.uk** by Sunday, 6 September 2026. Please put 'Inclusion Development Officer application' in the subject title.



RECRUITMENT PROCESS

In order to shortlist, GBWR will assess each application against the person specification and select who to invite for interview.

Candidates will be notified that they have been shortlisted for interview by email no later than Wednesday, 9 September 2026.

Interviews will be held on Wednesday, 16 September 2026 virtually via Microsoft Teams.

Further details about the format of the interview will be provided to shortlisted candidates.

References will be taken up for the successful candidate.



CONFLICTS OF INTEREST

You must provide details in your supporting statement if you have any interests that might be relevant to the work of GBWR and which could lead to a real or perceived conflict of interest should you be appointed.

EQUALITY, DIVERSITY, AND INCLUSION

GBWR is an equal opportunities organisation and we welcome applications from all suitably qualified and experienced people regardless of race, religion/belief, gender, gender reassignment, disability, sexual orientation, age, marital/civil partnership status, or pregnancy/maternity.

SAFEGUARDING

GBWR is committed to safeguarding and promoting the welfare of children and adults. GBWR expects all staff, volunteers, and participants to share this commitment. GBWR believes it is everyone's responsibility to promote the welfare of children and adults, to keep them safe, to practice in a way that protects them, and to be familiar with the processes to report safeguarding concerns.





CONTACT US

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