



Wakefield Trinity Community Foundation

Role Profile

Description: Community Rugby League and Inclusion Manager

Job Title	Community Rugby League and Inclusion Manager
Salary	£24,000 - £28,000 per annum
Location	Wakefield Trinity, The Mobile Rocket Stadium, Doncaster Road, Wakefield, WF1 5EY
Hours of work	37.5 hours per week – Flexible working hours with evening and weekends required
Responsibility to	Head of Foundation
Contractual Status	Full Time, Permanent

Strategic Aims	<p>Throughout the Foundation, we have three main departments, Education & NCS, Rugby League, and Health, Wellbeing & Inclusion. We relish the opportunity to use sport and physical activity to create a positive change and impact on the lives of those we work with.</p> <p>2022 Vision:</p> <p>'Using the power of sport and physical activity to improve the lives of those within our community</p> <p>'To be at the heart of the community, adaptable and responsive to the local needs, ensuring our projects are inclusive, sustainable and leave a legacy.'</p>
Strategic Aims of Role	<p>As the Community Rugby League and Inclusion Manager, you will oversee the development of Rugby League within the community across all forms of the game and you will manage our community health, wellbeing, and inclusion programmes to improve the lives of those within our community.</p> <p>You will provide leadership and line management for the 'Community Team' which currently consists of four staff; two Rugby League staff and two Health and Wellbeing project officers.</p> <p>You will report directly and work closely with the Head of Foundation, whilst ensuring a positive working relationship with the Community Foundation Management team, wider team members, and the Trustees.</p>

Key Responsibilities	<ul style="list-style-type: none"> • Strategically manage all of our community programmes. (Rugby League and Health, Wellbeing, and Inclusion). • Record and produce accurate reporting to allow the impact of our programmes to be measured, this includes monitoring participation figures, creating case studies, and reporting to key stakeholders and funders. • Provide leadership and line management responsibilities for staff within the department. • Deliver CPD to community partners, including Rugby League Clubs. • Responsible for the departmental budget, ensuring all financial KPIs are met. • Explore funding opportunities with the Head of Foundation to ensure sustained growth of the department including sponsorship. • Maximise the club's reach within the community to increase ticket sales. • Deliver and lead specific programmes within the department. • Lead on and work with the Foundations Media Executive to ensure that projects are promoted through a variety of methods. • Manage the match day programme of activities which includes pre-game festivals, dance squads, and community groups. • Ensure safeguarding/child protection/vulnerable adults policies are adhered to at all times.
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Additional Responsibilities	<ul style="list-style-type: none"> • Work in collaboration with the management team at the Foundation to ensure that our strategic aims are being met. • Undertake other administration tasks as appropriate to your level of responsibility, including undertaking duties as can be reasonably expected to ensure the smooth running of the Foundation. <p>The duties and responsibilities described are not a comprehensive list and that additional tasks may be assigned to the employee from time to time.</p>
	<ul style="list-style-type: none"> • Attendance at core Wakefield Trinity Community Foundation events as required, this will be set in a calendar of events. • Contribute fully to the wider work of the Foundations' organisational priorities; this includes supporting work delivered by other departments. • Additional duties as required by Wakefield Trinity RLFC.

Skills and abilities	<ul style="list-style-type: none"> • Diligent and professional. • Excellent time and task management skills with good attention to detail. • IT literate. • Highly self-motivated with the ability to work independently and act on own initiative. • Flexible with a positive outcome-focused approach to problem-solving. • Collaborative worker with the ability to work within a team and develop partnerships (both internally and externally). • Ability to communicate effectively in a variety of ways to different audiences. • Ability to provide proactive customer service (both internally and externally). • Demonstrates respect for diversity and equality of opportunity to actively promote an inclusive environment. • Demonstrates commitment to own learning and continuous improvement through training and development.
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Requirements	<p>Essential</p> <ul style="list-style-type: none"> • UKCC Level 2 Coaching Certificate (ideally in Rugby League, but not essential). • TheA full UK driving license and own vehicle. • Experience in managing community-based programmes. • Safeguarding and First Aid qualification (or willingness to work towards). • Experience in budget management. <p>Desirable</p> <ul style="list-style-type: none"> • A degree in a related subject. • Fitness instructor and/or personal training qualification. • Mental Health qualification or experience. • UKCC Level 3 Coaching Qualification or willingness to work towards. • Experience in working with people who have a disability. • Team Leading Qualification or willingness to work towards.
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