Hub Officer Job Description

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| JOB DESCRIPTION (SECONDARY SCHOOLS OFFICER) | |
| Job Title | Hub Officer |
| Salary | TBC –recommended band £18-23,000 per annum |
| Location | At the establishment for a maximum of 25 hours per week. At community, club/female hub and other locations for a minimum of 10 hours per week (as appropriate to the role). |
| Hours of Work | Full-time (NOT PRO RATA), a minimum of 35 hours per week, but the nature of the role may involve working in excess of this, including evenings, weekends and Public Holidays. |
| Contractual Status | Fixed-term, agreed by the establishment as the employer |
| Responsible To | Line Management via Establishment and WRU |
| Key Relationships | Establishment management e.g. Headteacher, Head of PE (or equivalent)  WRU National Hub Programme Manager  WRU Rugby Department Staff as directed by the WRU Regional Manager  WRU Clubs, Female Hubs and Inclusive teams  Educational Establishments Local Primary/Secondary schools – SEN Units  Community stakeholders, as appropriate  Local Partners - DSW/Urdd/Streetgames/Regional Community Foundations  Representative teams (Dewar Shield) & Regional representatives |
| Role summary: | The role of the Hub Officer is to **Enable Welsh Rugby to Thrive** and develop  individuals through rugby union delivery within the establishment and local  community;    The Hub Officer will be required to Enable Welsh Rugby to thrive via activity  that engages participants of all abilities within a fully inclusive rugby programme.  Including developing individuals as coaches, referees, administrators and  volunteers, as well as participants (regardless of ability and gender) with established links  to all education, WRU and Community Stakeholders. |
| Key Responsibilities: | Through rugby the Hub Officer will contribute to the objectives of  educational settings relating to the four purposes of the new curriculum for  Wales.    The four purposes are that all children and young people will be:  Ambitious, capable learners who are ready to learn throughout their lives.  Enterprising, creative contributors who are ready to play a full part in life and  work.  Ethical, informed citizens who are ready to be citizens of Wales and the world.  Healthy, confident individuals who are ready to lead fulfilling lives as valued  members of society. |

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| ROLE DESCRIPTORS | |
| Objectives | * Objectives will be delivered through the 5Ps of the Welsh Rugby Union Strategy |
| Places | * Create a work programme that supports the development of rugby in these communities - internal and external communities |
| Partners | * WRU Hub Officer will link up and support with other key strategic partners to help grow all our priorities and increase opportunities for rugby across Wales. * Without limitation, to perform all such other duties, and do all such other things, as may be considered necessary to fulfil the objectives of the WRU Hub Programme as agreed with the Educational setting |
| Promote | * WRU Hub Officer will provide an offering for all our people and communities * Provide targeted holiday provision at Local Rugby Clubs * Promote the WRU Digital Classroom to all educational establishments in the local community * Drive SEN rugby provision in Wales through delivering SEN sessions and supporting local, regional and national events |
| People | * The WRU Hub Officer will provide the targeted training and tools that will enable everyone involved in rugby to be the best they can be. * To support a fully inclusive environment to encourage young people to participate in rugby, including and especially through coach, referee and volunteer education and development * Supporting the organisation and delivery of any WRU Courses, CPDs, Rugby Leaders in the community. * To deploy young people and volunteers into the local community to support the development of rugby including Rugby Leaders and the WRU apprenticeship programme. |
| Playing | * The WRU Hub Officer will delivery fully inclusive programme to grow, develop and maintain the game. * To deliver, or to support the delivery of, Sport and physical activity through the medium of Rugby Union to all participants, regardless of gender, sexual orientation, ability, race/religion or socioeconomic background. * To support & develop the WRU & Regional Talent Pathway for Players & Coaches in Wales. |
| Administration | * Attending or access via the WRU Game Locker WRU training sessions, courses and inclusion specific training etc, as required, with a view to pursuing a personalised programme of continued professional development * To develop and deliver an area specific Operational plan that supports the regional operation plan driven by the WRU Rugby Department. * To gather and maintain such data as may be required for monitoring the effectiveness of the WRU Hub programme, and to report this to the WRU, establishment and educational settings as required * To contribute to the development and maintenance of a safe and inclusive working environment in all places of work, including through compliance with policies relating to health and safety, equality, safeguarding, confidentiality, social media and data protection (as per WRU and Establishment setting requirements) |

**Person Specification**

The person specification will be shaped according to the demands of each role, the setting in which it is delivered, and the requirements of the Local Hub Steering Group. The characteristics of the Hub Officer will therefore include some or all of the following, with additions as required:

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| **PERSON SPECIFICATION** | | |
|  | ***Essential*** | ***Desirable*** |
| **Skills and Competencies** | * Self-starter, well-organised, motivated and energetic * Strong interpersonal skills, relationship-building and influencing – able to relate well to young person and adults * Excellent written and verbal communication skills * Excellent IT Skills, specifically Microsoft Office, Google Drive, related social media platforms | •  The ability to communicate through the medium of Welsh  •  The ability to communicate through the medium of other languages as appropriate to the local community |
| **Experience** | * Relevant experience working within sports development and/or community development * Experience of coaching and/or working with children and young people * Experience of working with volunteers | •  Minimum 12 months’ experience working within rugby development  •  Experience as a coach or workforce developer  •  Experience of working in a secondary or further education environment |
| **Qualifications** | * A current, relevant sports coaching qualification | •  Rugby coaching qualification, minimum WRU Level 1 Coaching Children  •  Safeguarding Children and Young People  •  Rugby referee qualification, WRU Level 1  •  Emergency First Aid at Work course  •  MiDAS minibus driver’s qualification |
|  | ***Essential*** | ***Desirable*** |
| **Other** | * Current, clean UK driving licence * This role is subject to an enhanced DBS disclosure check * An understanding and commitment to equal opportunities in employment, sport and education * An understanding of individual responsibility in complying with the WRU and Educational settings policies and arrangements in respect of Health & Safety, confidentiality, data protection, etc. |  |