



Delivery Lead Job Description

The Basics

Salary – £18,750 – £22,500 per annum (pro rata), based on a full-time equivalent of £25,000 – £30,000

Reporting to – Programme Manager

Team – Delivery

Location – Hastings & Bexhill, with daily travel to delivery sites alongside some home working

Hours – part time 28 hours per week (full-time 37.5 hours) up to three evenings per week which may run up to 7pm

Contract type – Permanent

We are a place-based organisation and are keen to build a team with strong local knowledge and connections. We are therefore particularly interested in candidates who live in Hastings or Bexhill.

Job overview

As a Delivery Lead, you'll spend most of your time out delivering sessions with young people, using sport and mentoring to give them something positive to be part of and someone they can trust.

You'll plan and run sports sessions, lead small group work and one-to-one mentoring, and deliver workshops that build confidence, relationships and real-life skills. The focus is on helping young people take steps forward, whether that's back into education, towards training or into work.

In particular you will **lead on evening sessions and holiday programmes** across the region, creating safe, structured and engaging opportunities for young people outside the school day.

You'll be working across schools, alternative provision and community settings in Hastings & Bexhill, adapting sessions to different groups and building strong relationships with young people and the adults around them.



What the job involves

Intervention Delivery

- Deliver high-quality sports-based interventions, mentoring, and workshops for young people in alternative provision and community settings
- Plan and adapt sessions in line with the Dallaglio RugbyWorks curriculum and Delivery Manual to meet the needs of different cohorts
- Create engaging, safe, and inclusive environments that support participation, personal development, and positive behaviour
- Build trusted and supportive relationships with young people, acting as a positive role model and mentor
- Use creative and flexible approaches to engage young people with varying needs and challenges
- Support young people to track their progress through mentoring conversations and the use of App Player Profiles
- Take the regional lead on evening and holiday provision.
- Lead and support the delivery of holiday programmes, career taster days, workshops, tournaments, and enrichment activities
- Maintain strong communication with school and provision staff to ensure effective coordination of sessions and activities
- Travel daily to delivery sites across Luton and Stevenage.
- Deliver evening sessions where required, up to two evenings per week

Reporting & Compliance

- Accurately collect and record programme data, including surveys, consent forms, registrations, and outcome tracking
- Ensure session data is uploaded onto UpShot within 24 hours of delivery
- Follow all safeguarding, incident reporting, health & safety, and organisational procedures to ensure young people are supported safely
- Complete dynamic risk assessments for all sessions, trips, and additional activities
- Support the creation of case studies, reports, and impact updates that demonstrate programme outcomes
- Work alongside the Programme Manager to support relationships with schools and ensure partnership agreements are maintained



Development & Partnership Building

- Support the growth and development of delivery across the region by identifying opportunities and new partnerships
- Contribute to regional fundraising activity, including supporting trust and foundation applications where required
- Support regional communications by providing content for social media and wider organisational storytelling
- Represent Dallaglio RugbyWorks positively with schools, partners, and community stakeholders across the region

Team Support and Coordination

- Provide support and guidance to casual delivery staff and Lead Coaches where required
- Contribute positively to team meetings, training, and reflective practice
- Work collaboratively with colleagues across programmes, operations, opportunities, and fundraising teams
- Champion the values and culture of Dallaglio RugbyWorks through professionalism, teamwork, and relationship-based practice

Who you are

We are looking for someone who is passionate about creating positive change for young people and confident working in challenging but rewarding environments.

You will ideally have:

- Experience delivering youth work, mentoring, sports coaching, or similar interventions with young people, particularly those who are disengaged from education or at risk of exclusion
- Experience building positive and trusted relationships with vulnerable or challenging young people
- An understanding of the issues impacting young people today and a trauma-informed approach to practice
- Confidence delivering engaging sports-based sessions that develop life skills and promote positive behaviour

Dallaglio RugbyWorks

- Strong communication and relationship-building skills with young people, schools, and external partners
- Good organisational skills with the ability to manage multiple priorities and maintain accurate reporting
- Confidence using IT systems and digital tools, including Microsoft Office
- A willingness to learn, develop, and contribute positively to the wider team

The following are desirable but not essential:

- Level 2 qualification in Sports Coaching, Youth Work, or equivalent
- Experience supporting programme development or partnership building
- Experience collecting and using data to monitor impact and outcomes

You will also need:

- A full UK driving licence and access to transport to travel regularly across the region
- Flexibility to work up to two evenings per week until 7pm

Most importantly, you will be committed to helping young people overcome barriers, realise their potential, and achieve meaningful long-term outcomes.