



## **Lead Coach Job Description**

### **The Basics**

Salary – £23,500 to £25,000 (pro rata if part time)

Location – Cardiff (daily travel to delivery sites)

Hours – Up to full time 37.5 hours (we are open to requests for part time and full time working)

Start – ASAP

### **Job overview**

We are recruiting Lead Coaches across our delivery locations in England and Wales to join our squad in August for the new academic year. This is a frontline role where you will spend the majority of your time working with young people, building relationships with them and delivering our full programme of activities which includes rugby based activity sessions, employability workshops, career taster days and more.

You will be working with some of the hardest to reach young people who are most at risk of exclusion, in small groups of 8-10. We use rugby as a hook and mentorship as an anchor, using our four cornerstones (developing life skills, raising aspirations, improving physical wellbeing, focus on mental wellbeing) to develop young people throughout their time with us. We enable young people to be in a better position to enter sustained education, employment or training (EET) when they leave school.

The delivery team always work in pairs, running our interventions across a variety of settings (including mainstream schools, Pupil Referral Units, Alternative Provisions, SEN schools, Youth Offenders Institutes, community centres and rugby clubs) working in the school timetable and between 3-7pm. While delivering our interventions is a big part of the job, you will also be responsible for supporting the team to ensure the successful collection of data, managing school relationships and delivering on partnership projects.

You do not need to be a rugby fanatic for this role, but you do need to be passionate about social mobility of the excluded. We are looking for someone



with a youth work, teaching, mentoring or sports coaching background to help strengthen our team as we work towards our forward strategy.

## What the job involves

### Intervention Delivery

- Deliver our suite of interventions both during the school timetable and outside of the school timetable (3-7pm) within a range of settings in your region.
- Develop session plans in line with our curriculum and scheme of work, tailoring these to the needs of each cohort of young people.
- Act as the lead member of delivery staff in sessions and with the school.
- Establishing and maintaining professional relationships with staff within the education settings that we work in.
- Build trusted adulted relationships with young people that are meaningful and supportive.
- Adapt to changing environments and work creatively to deliver sessions to a range of young people.
- Ensure that our web based App Player Profiles becomes an integral part of the delivery of our interventions and support mechanisms for young peoples development.
- Coordinate the organisation and delivery of holiday programmes for young people.
- Coordinate the delivery of Career Taster Days with partner organisations, workshops and tournaments for young people.

### Reporting & Compliance

- Responsible for the accurate and efficient collection of impact data, including but not limited to; weekly registers, termly questionnaires, consent forms and registration forms.
- Ensure that session data is uploaded onto UpShot within 24 hours of the session.
- To follow the Dallaglio RugbyWorks processes around reporting incidents and safeguarding concerns to ensure we are protecting young people to the highest standard.

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- Ensure that dynamic risk assessments are completed for all sessions and ad hoc activities.
- Provide content for our social media and coordinate the running of a regional social media account.
- Work closely with the rest of the Dallaglio RugbyWorks team to communicate successes of our interventions through case studies and termly reports.
- Work with the Programme Manager to liaise with provisions (schools) to implement service level agreements and ensure they are upheld by both parties.

## Development

- Responsible for the relationship management of schools and other delivery sites where you have been allocated as the lead. Ensuring contracting is completed in a timely manner, invoices are raised and check in meetings held.
- Support the Programme manager to establish a network of regional partners that support our interventions and build our reputation attending events when necessary.
- Support the relationship management of corporate partners and donors within your region, showing them the value of their support.

## Team

- Contribute to project groups and internal meetings, ensuring you keep in good contact with the wider team.
- Participate in Dallaglio RugbyWorks team meetings and training sessions.

## Who you are

- Previous experience in a role supporting young peoples development.
- Level 1 sports coaching qualification or equivalent experience in youth work/mentoring/education (or working towards).
- Can demonstrate ability to deliver high energy and engaging sports sessions to young people.
- Passion for using sport as a tool for social development and a drive to help young people have positive and productive futures.

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- Alignment to our organisation values high energy, play as a team, future focused and tell it like it is.
- Confident and effective communicator who is able to work with people from a wide range of backgrounds.
- A passion to help change young peoples lives and helping them to build a positive, productive future.
- Being approachable, positive, empathetic and patient with an ability to resolve conflict peacefully.
- Reliable and excellent time keeping.
- IT literate and ability to use Microsoft Office Applications.
- Valid UK driving license or access to transport to enable travel within the region (roles outside of London).

## **Benefits**

25 days annual leave plus bank holidays.

It's your future days.

Cycle Scheme.

Enhanced policies.

Opportunities to get free entry to our amazing events.

Ongoing training and support with opportunities for career development.

An autonomous working culture.