



Wakefield Community Trust

Role Profile

Description: Development Officer – Women & Girls Lead

Job Title	Rugby League Development Officer – Women & Girls
Salary	£8,000 (pro-rata) fixed-term to 30 th September 2019
Location	Wakefield Trinity , The Mobile Rocket Stadium, Doncaster Road, Wakefield, WF1 5EY
Hours of work	Part-Time, based on 20 hours per week Flexible working hours apply + weekend and evening commitments as required
Responsibility to	Community Manager
Contractual Status	Fixed Term to 30 th September 2019 (high possibility of renewal)

Strategic Aims	<p>Wakefield Community Trust aim to deliver projects in the heart of the community by harnessing the power of sport, health and education to make a lasting, positive impact on individuals' lives.</p> <p>The Wakefield Community Trust delivers a range of projects under the four principles of Sport, Health, Inclusion and Education. Sport is an engaging tool that allows our staff to work with a whole range of individuals, delivering important lifestyle messages to inspire others to make positive changes to their own lives.</p>
Strategic Aims of Role	<p>The Women & Girls Lead will manage the growth of Women's Rugby League delivery and ensure that it is delivered efficiently, on time and to the required targets. They will work in partnership with the Wakefield Trinity Ladies Rugby League team while leading on the development of an Under-16's team and build partnerships with local organisations to support its' further growth. They will contribute to recruitment and lead on the growth of the Wakefield College Girls Academy (16-19) as Head Coach.</p> <p>They will also work within a school environment to contribute to the delivery of the Sky Try Secondary School programme as guided by the Community Manager.</p> <p>They will maximise ticket sales within the community and aim to increase spectators to watch Wakefield Trinity. In addition, they must create a positive relationships with Ambassador clubs, Schools and other organisations.</p> <p>The Development Officer will report directly to the Community Manager and ensure a positive working relationship with Community Trust Staff and Wakefield Trinity RLFC staff. They will ensure that all sessions are delivered to a high standard, providing teaching resource and lesson plans if required.</p>

Key Responsibilities	<ul style="list-style-type: none"> ▪ Lead on Women & Girls growth in line with the Wakefield Trinity Community Trust growth strategy. ▪ Head coach of Wakefield College Girls Academy in partnership with the Trust. ▪ Create and maintain links with local schools including WGHS, Silcoates and Ackworth School. ▪ Link females into Community Clubs – Exit strategy into local existing infrastructures. ▪ Ensure Schools receive session packs and receive complete registers for Upshot reporting. ▪ Assist with ‘Game Day’ activities including DRL, PRL, Player escort, Flag Bearers etc. ▪ Ensure safeguarding/child protection/vulnerable adults policies are adhered to at all times – Working with the school and ensuring measures are in place.
Additional Responsibilities	<ul style="list-style-type: none"> ▪ Additional work for the Wakefield Community Trust as requested by line manager. ▪ Attendance at all core Wakefield Community Trust events including Wakefield Trinity match days. ▪ Ensure Upshot data is available to be recorded on the system on a weekly basis. ▪ Attendance at Wakefield Community Trust camps and summer activities outside of term times as required by line manager. ▪ Attendance on courses to upskill and meet safeguarding standards. ▪ Additional duties as required by Wakefield Trinity RLFC.

Skills Required	<p>The Development Officer is required to be professional, smart, honest, competent, punctual and deliver excellence in their role. You are required to be confident, display good communication skills and be an effective team leader.</p> <p>You will be able to manage your workload accordingly and ensure deadlines are met. You will have the skills to be able to deliver quality and ensure that guarantees to organisations or people are met. You will build and maintain relationships with Schools through excellent interpersonal skills.</p>
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Qualifications Required	<p>A qualification or experience relating to the role is preferred but not essential.</p> <p>Minimum requirements are - UKCC Level 2 RL (or RFU equivalent), Safeguarding, First Aid, DBS.</p> <p>A driving licence and vehicle are a requirement of the job. Expenses provided.</p>
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**I have received the role profile and accept its description and conditions.
I understand my role profile may change and I will be given sufficient notice of the changes.**

Name _____ Signed _____ Position _____ Date _____	Name _____ Witness Signed _____ Position _____ Date _____
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Wakefield Community Trust



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Twitter: @WTrinityRL @WTCommunityRL Facebook: WakefieldTrinityRL

Company number: 05899518 - Registered Charity Number: 1119077 - Public & Employee Liability Number: lee6047814