



Job Description

Job Title	Social & Inclusion Officer (Full time)
Salary	£22,800 - £26,500 dependant on experience and qualifications
Location	Wakefield Trinity, The DIY Kitchens Stadium, Doncaster Road, Wakefield, WF1 5EY & Offsite at Schools in the Wakefield District.
Hours of work	37.5 hours per week – Flexible working hours with evening and weekends required.
Responsibility to	Head of Foundation & Social & Inclusion Department Lead
Contractual Status	Full Time (Fixed Term)

Strategic Aims	<p>Throughout the Foundation, we have four main departments, Education, Rugby League, Community Engagement and Social and Inclusion Engagement. 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>2025 – 2026 Vision & Mission</p> <p>Vision - A future where all people within our community, from all walks of life are empowered to achieve their goals.</p> <p>Mission - We use the power of Rugby League & Wakefield Trinity to help people make positive choices in their lives, giving them opportunities to thrive and develop.</p>
Strategic Aims of Role	<p>A Social and Inclusion Officer at the WTCF will report directly to the Social and Inclusion Department Lead and will have an active involvement in our Inclusion Provision, delivering a number of high quality sessions each day, at delivery sites across the Wakefield District and surrounding areas.</p> <p>A Social & Inclusion Officer will work closely with the Head of Foundation & Social and Inclusion Department Lead to make sure all aspects of delivery are run to the highest of standards. They will also need to have a positive working relationship with the schools, local partners, hospitals, PRU's, local charities and funders in the Wakefield District to grow the Inclusion offer in the district.</p>

Key Responsibilities	<ul style="list-style-type: none"> • Enhance, develop and implement learners knowledge, skills and confidence to improve Inclusion provision Rugby League at a given school or project. All sessions delivered must be specific to a given group of students. • Create, develop and update a detailed reporting on each school or project. • Lead and implement on the Inclusion Development Plan put in place in partnership with the RFL. • Lead on specific and identified funded projects that relate to disability inclusion, youth engagement and social participation.
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Additional Responsibilities

- Lead, develop and grow the Foundations Inclusion Offer, including but not limited to Physical Disability Rugby League (PDRL), Learning Disability Rugby League (LDRL) & Wheelchair Rugby League (WC).
 - Lead of the reporting for the above mentioned teams, ensuring the teams meet RFL guidelines on and off the pitch.
 - Support on the Foundations Touch Rugby League offers.
 - Build, develop and maintain relationships with current and new schools, link in regularly with PE leads and Head teachers to book in new sessions (taster sessions), gain feedback and improve provision.
 - Regular communication with class teachers and PE Lead's to ensure timetables and provision runs smoothly for the whole academic year.
 - Create well organised, safe and inclusive environments for long lasting involvement in our sport.
 - Increase participants enjoyment, participation and skills in competitive and non-competitive Rugby League and other physical activities.
 - Lead on the support to young people to further develop participation opportunities at school and grassroots level relating to Inclusion participants.
 - Signpost participants to sustainable projects either internally or externally.
 - Ensure safeguarding/child protection/vulnerable adults policies are adhered to at all times.
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- Assist with 'Game Day' activities as required.
 - Attendance at core Wakefield Trinity Community Foundation events as required.
 - Contribute fully to the wider work of the Foundations organisational priorities.
 - Additional duties as required by Wakefield Trinity RLFC.

Skills and abilities

- 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

Essential

- Experience working in the Sport Development sector (University placement can count towards the experience).
- A NGB Level 2 Coaching Qualification.
- Previous experience working in a school or SEND educational environment.
- Experience working towards, or implementing a Curriculum.
- A full UK driving licence and own vehicle.
- A full, clean enhanced DBS Check.
- Safeguarding Qualifications.
- First Aid Qualification.

Desirable

- Mental Health qualification or experience.
- A Sport related Degree.
- PGCE or Qualified Teacher Status, or willingness to work towards in a specific timeframe.
- A NGB qualification in working with Inclusion or Disabled Participants.