

Job Description

Participation Officer



OSPREYS IN THE
COMMUNITY

JOB DESCRIPTION	
Job Title	Participation Officer
Salary	£20,000 Per annum
Location	Various Locations across the region Regular travel to Swansea.Com Stadium and Ospreys High Performance Centre
Hours of work	37.5 Hours per week This may include evenings and weekends where necessary, and an expectancy to work match days.
Responsible to	Sport & PA coordinator
Responsible for	The Delivery of The Foundations Pillars through various innovative programmes. Guidance and support of all casual staff to help deliver a purposeful and meaning series of programmes and events to ensure OitC can support its communities. Support the S&PA coordinator to Develop new and innovative programmes and events to ensure OitC can generate income to help sustain the activities it runs and supports.
Contractual Status	<ul style="list-style-type: none"> • Full Time • 12 Month Fixed term
Role Summary	<ul style="list-style-type: none"> • Deliver a range of innovative community programs that directly link to the New strategic vision of Ospreys in the Community, with a focus on Sport & Physical activity. • To assist in delivering the primary schools education programme. • To support delivery of key events and activities within OitC • Play a key role in creating and delivering a series of Sport and education programs that form a key part of Ospreys in the Community delivery strategy. • Delivery fun and engaging physical activity sessions in schools and clubs • Promote the Ospreys in a positive light to all stakeholders • Produce key reports to evaluate the success of community programs • Assist in the promotion and Marketing of all foundation activities and events. • To support the provision around the Women and Girls game in our region.
Key Relationships	<ul style="list-style-type: none"> • Ospreys staff, management and players • Key Stakeholders • Schools, Clubs and Colleges & Hub officers.
Key Responsibilities, Tasks and Activities	<p>Leadership</p> <ul style="list-style-type: none"> • Ensure that there is a shared understanding and adoption of OITC community strategy, vision, values, standards and protocols by the Team, staff and Management members. • Model the values, standards and protocols at all times. • Build and maintain strong working relationships with various internal and

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	<p>external partners, both individually and as a group, using a range of communication styles and media tailored to the individual and the message.</p> <ul style="list-style-type: none"> • Demonstrate personal credibility, honesty, high integrity, and show an ability to handle pressure and stress appropriately. • Assist in the development and maintenance of high standards. • Deliver on Key KPI's linked to the Women and Girls Game. <p>Support and guide Causal Community Staff & Volunteers.</p> <ul style="list-style-type: none"> • Accomplish OITC goals by mentoring, supporting, and deploying volunteers and rugby leaders to help support and achieve targets across the region. • Plan and implement delivery of community programmes • Utilise the Volunteer pathway to generate a workforce and encourage new volunteers. <p>One Community</p> <ul style="list-style-type: none"> • Work with the coordinator to create a delivery plan to achieve all targets for Ospreys in the Community. • Support the One Community Module and ensure relationships are strengthened and built on for the betterment of the community. • The plan will incorporate Multi Sports delivery, holiday camps, events, festivals and themed activities whilst ensuring Ospreys in the Community communication, messaging and promotion are integrated. • Ensure that all key performance measures are collated and reported accordingly. • Ensure all equipment and Vehicles issued by Ospreys in the Community are looked after, monitored and accounted for at the end of each session. <p>Schools & Club Engagement</p> <ul style="list-style-type: none"> • Ensure Schools & Club engagement and delivery is purposeful, All participants should have a clear understanding and pathway to sports clubs, holiday provision or alternative options as an exit strategy. • Build relationships to ensure the OitC brand is strong within the community • Utilise the schools programme as an engagement tool using key partners to help deliver the programme in line with the curriculum and linked to practical activity • Regular Festivals and Events should be run to highlight the work that OitC does and to provide opportunities for Mass participation.
<p>Continued Professional Development</p>	<ul style="list-style-type: none"> • OITC are committed to providing CPD for the post holder • We expect the post holder to undertake available training courses and research to enhance personal knowledge, skills and experience

PERSON SPECIFICATION	
Skills & Qualifications	<ul style="list-style-type: none"> • A relevant coaching qualification • Understanding of Safeguarding • First aid • Understanding of disabilities • Able to break down barriers for participation • Welsh Language desirable • Solid organisational skills, including multi-tasking and time-management • IT Skills, specifically Microsoft Word, Excel & PowerPoint • Be approachable and confident in talking to both internal and external stakeholders.
Key Competencies	<ul style="list-style-type: none"> • Ability to deal with multiple projects simultaneously and be able to thrive in a supportive but sometimes challenging environment. • A team player with a strong sense of his/her own individual responsibility and can work on their own initiative. • Propensity to adapt and deliver quickly and to a high level of competence. • Ability to respond creatively and professionally when under pressure • Able to communicate effectively at all levels. • Ability to meet deadlines • Build and maintain excellent working relationships

Acknowledgement		
Employee Signature:	Name:	Date:
Line Manager Signature:	Name:	Date:

The job description is subject to change pending review by the role holder and their line manager.