



**Job Title:** Switch into Sport Mentor  
**Length of Role:** Casual - two-year programme.  
**Rate of Pay:** £15 per hour.  
**Company:** Harlequins Foundation  
**Reporting to:** Foundation Manager

**Role Purpose:** Facilitate the delivery of The Harlequins Foundation's Switch into Sport programme in a designated Quins secondary school. Be the lead point of contact in each school, facilitating each session throughout the length of the programme and support the school to recruit and support the required number of students to make the programme a success. The programme will culminate in an international trip, attendance at which will be compulsory.

#### **Key Accountabilities:**

- Lead a team of 12-15 young people in a designated school through each stage of the Switch into Sport Programme including introductory Tag-Rugby sessions, key Switch into Sport curriculum subjects and Fundraising initiatives.
- Ensure the programme in each school is delivered in line with the curriculum and the timetable is adhered to.
- Support every young person in your team to achieve their individual and collective fundraising targets.
- Support your team in the delivery of a social action project to have a positive impact both locally and internationally.
- Ensure all young people in your team are confident in delivering 'Tag-Rugby' sessions for local primary schools and their peers as part of the programme.
- Ensure that the appropriate Safeguarding, Health and Safety and other relevant policies are adhered to.
- Ensure a high standard of delivery is achieved and maintained throughout.
- Provide all young people who participate in the programme with a positive experience.
- Work as part of a broader team of staff to deal with any challenging behavior from young people during the programme.
- Build positive and professional relationships with every young person taking part in the programme.

#### **Skills and Knowledge:**

- Basic knowledge and understanding of sports coaching.
- Experience of working with a variety of young people from a range of different backgrounds.
- Ability to work on own initiative.
- Passionate about rugby and how it can support positive social change.
- Excellent interpersonal skills with the ability to engage young people from a range of different backgrounds.



- Excellent organisational skills with the ability to manage multiple priorities.
- Hold a current driving license and have a car available for work.
- Excellent I.T. skills and be competent in the use of Microsoft Office applications - Word, Excel and PowerPoint
- Teamworking experience, for example the ability to lead and coordinate a team to achieve desired outcomes.

#### Competencies:

- Present a highly professional image when representing the Club and Foundation.
- Ability to engage young people from a range of backgrounds, including hard to reach and disadvantaged young people.
- Able to manage essential stakeholder relationships.
- Self-motivated, tenacious with a can-do attitude.
- Outgoing and passionate about providing excellent services for young people.
- A strong team player with a collaborative working style.
- Passionate about rugby and rugby coaching.

#### Behaviours

- **Customer Focus** - Commits to meeting the expectations and requirements of internal and external customers; acts with customers in mind; values importance of providing high-quality customer service
- **Interpersonal sensitivity** - Interacts with others in a sensitive and effective way. Respects and works well with others.
- **Quality orientation** - Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met.
- **Planning and organizing** - Organises and schedules events, activities and resources. Monitors timescales and plans
- **Initiative Taking** - Takes action to achieve goals beyond what is expected; drives to bring issues to a successful closure; self-starter.
- **Teamwork** - Responds and relates well to people in all positions; is seen as a team player, and is cooperative; looks for common ground, and solves problems for the good of all
- **Results orientation** - Focuses on desired results and sets and achieves challenging goals.

