



**Job Title:** HITZ Officer  
**Company:** Harlequins Foundation  
**Reporting to:** Education Officer  
**Salary:** £20,000 – £22,000 (Depending on experience).  
**Contract Type:** Fixed Term (12 months with potential for extension).

### **Role Description:**

The Harlequins Foundation wish to appoint a HITZ Officer to coordinate and deliver the Harlequins Foundation HITZ programme, ensuring the programmes essential KPI's are achieved. The role will include providing young people with a range of enrichment and learning opportunities to achieve accredited outcomes, managing programme budget, maintaining existing and developing future relationships with key stakeholders and ensuring the programme is financially sustainable.

### **Key Accountabilities:**

- Deliver the HITZ Programme (including HITZ Learning Academy and HITZ on Track) in line with service specification, ensuring all KPI's are achieved.
- Lead on both the recruitment and progression of all learners.
- Lead on the coordination and delivery of all enrichment activities for the programme, ensuring a mixed curriculum which includes personal, social, employability and life skills is achieved.
- Support the designated education provider (SCL) with the planning, preparation, delivery and review of education sessions, providing learners with high quality provision throughout the programme.
- Undertake regular 6-weekly review meetings with all learners, ensuring their continued progression throughout the programme.
- Lead on the coordination of work experience placements for each learner during the programme.
- To ensure the accurate monitoring and evaluation of the programme, including, but not limited to the collation of essential data and the maintenance of a designated monitoring and evaluation system.
- Produce as required, regular reports, case studies and good news stories on the progress of the programme for Premiership Rugby, Internal Stakeholders and Partners.
- Work with colleagues to ensure the appropriate level of marketing and comms about the programme is achieved.
- Attend regular meetings with Premiership Rugby and other key stakeholders as required.
- To work in partnership with safer neighbourhood teams, youth groups, schools and other local agencies to encourage links between them to recruit and support on-going participation and achievement by young people.
- To identify and direct young people onto relevant training and volunteering opportunities.



## Skills and Knowledge

- Educated to degree level or equivalent experience.
- Qualified and experienced in delivering a range of enrichment and sporting activities.
- Excellent I.T. skills including the use of essential Microsoft Office applications.
- Knowledge or understanding of basic monitoring and evaluation systems (VIEWS, UPSHOT etc.)
- RFU Level 2 Coaching Qualification.
- Excellent organisational skills.
- Excellent communication and interpersonal skills.
- Hold a current and clean driving license with access to own car available for work.

## Competencies

- Ability to engage learners from a range of backgrounds, including hard to reach and disadvantaged young people.
- Able to manage essential stakeholder relationships while maintaining and developing new referral channels for programmes.
- 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.
- Stamina and flexibility to cope with unsociable hours.
- Present a highly professional image when representing the Club and Foundation.
- Sufficient flexibility and willingness to take on roles outside normal functional responsibility when required.

## 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.

Harlequins is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Please email your CV and a covering letter to [jobs@quins.co.uk](mailto:jobs@quins.co.uk). Only successful applicants to be invited for interview will be contacted.