



Job Title: Foundation Development Officer
Company: Harlequins Foundation
Reporting to: Participation Manager
Salary: £20,000 - £23,000
Application Closing Date: 28th August 2019

Role Description:

The Harlequins Foundation wish to appoint a Foundation Development Officer to coordinate the delivery of Foundation programmes, including, but not limited to, Project Rugby, Switch, METTLE, Tackling Health and HITZ on Track, in the Borough of Kingston. The role has specific responsibilities for both the coordination and delivery of programmes, alongside a designated community coach, and the monitoring and evaluation of all projects.

Key Accountabilities:

- Lead on the coordination of The Harlequins Foundation Programmes, including, but not limited to, Project Rugby, Switch, METTLE, Tackling Health and HITZ on Track, in the borough of Kingston.
- Lead on the delivery of both Project Rugby and Switch, ensuring an average of 15-17 hours of direct delivery per week is achieved across the course of an academic year.
- Ensure the delivery of high-quality rugby coaching is delivered to a range of different audiences.
- Ensure the delivery of high-quality issue-based classroom sessions are delivered on appropriate programmes (for example HITZ on Track).
- Work closely with key stakeholders, including Premiership Rugby and The RFU to identify specific grassroots clubs where our work, in particular the transition of young people, can support increased participation in appropriate age groups for both Switch and Project Rugby.
- Lead, support and coordinate a designated Community Coach in the Borough of Kingston to ensure a consistent approach to the delivery of Foundation programmes is achieved throughout the academic year.
- Ensure all financial targets are achieved and programmes are delivered within budget.
- Maintain existing and develop further relationships with key stakeholders, including, but not limited to, grassroots community rugby clubs, schools, Premiership Rugby, The RFU and the Local Authority.
- Be responsible for the updating of Foundation systems with accurate, up-to-date and appropriate monitoring and evaluation requirements for all projects in Kingston, ensuring all deadlines are achieved.
- Lead on the delivery of The Foundation Switch Camps in Summer, Autumn, Spring and Easter.
- Be available to work a minimum of four matchdays throughout the season.

Skills and Knowledge

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

Competencies

- Demonstrable understanding of the power sport has for social change.
- Passionate about rugby and rugby coaching.
- 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.
- 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. Only successful applicants to be invited for interview will be contacted. Interviews will be held week commencing 2nd September 2019.