**Job title:** Inclusion Officer

**Full time:** 37.5 hours per week

**Start date:** February 2023

**Reporting to**: Outreach Manager

**Salary:** £22,500 - £25,000

**Post**

Reporting to and working with the Delivery Lead, the Inclusion Officer will be responsible for overseeing the delivery, organisation, quality assurance and monitoring and reporting of the Foundation’s Hi5! and Project Rugby (Disability) programmes in schools and community settings throughout Bath and the surrounding areas. The Foundation’s programmes aim to empower young people to create a better future for themselves by using sport as a vehicle for social change. The programmes overseen by the Inclusion Officer are specifically designed to increase physical activity levels and wellbeing of those with disabilities and special educational needs.

The candidate will lead and deliver Project Rugby (Disability) and Hi5! programmes aimed at expanding the opportunities to engage with and become part of the community. The role will also require the candidate to maintain and develop pathways for people to progress in sport, transition participants into local community clubs and educate and empower the community to provide more inclusive sporting environments.

The Inclusion Officer will be a highly skilled, knowledgeable and experienced coach with a proven track record of using sport to develop physical, personal and social skills and delivering education and health messages. It is essential that they have previous experience working with children and young people who have disabilities or special educational needs. They will also have an interest in building their understanding of how to develop current and new programmes to meet the needs of the children and young people we work with.

**Responsibilities**

Programme Delivery

1. Oversee and lead the planning and delivery of the Foundation’s Hi5! And Project Rugby (Disability) programmes.
2. When delivering, ensure all equipment is correctly set up, maintained, returned and stored.
3. When delivering, ensure activities are delivered in a safe environment for all.
4. Plan and lead classroom-based sessions which deliver education and health messages.
5. Work collaboratively with other Bath Rugby Foundation staff, apprentices, volunteers and other local organisations to deliver the sessions.
6. Regularly review own sessions and programme content to ensure they are delivered to a high standard and to maintain professional development.
7. Oversee the completion of the programme admin tasks and undertake Foundation admin as required.
8. Foster, maintain and strengthen Bath Rugby Foundation partnerships and relationships with recipients of the programmes, key sponsors and stakeholders.

***N.B. Please note, you will also be required to deliver sessions across all areas of the Foundation’s work.***

Programme Management

1. Oversee the development of high quality session plans/schemes of work as a guide for coaches delivering on Inclusion programmes.
2. Oversee the collection of the required monitoring and evaluation information by all staff delivering on Hi5! And Project Rugby programmes.
3. Oversee the organisation of the day-to-day running of Hi5! And Project Rugby programmes.
4. Oversee the maintenance of current kit and ordering of new kit required for the effective delivery of Inclusion programmes.
5. Co-ordinate and manage Foundation staff and volunteers who deliver Hi5! And Project Rugby programmes.
6. Provide appropriate mentoring, support, guidance and advice to other coaches, volunteers etc.
7. Ensure Hi5! And Project Rugby programme Key Performance Indicators (KPI’s) are met.
8. Agree programme budgets with the Delivery Lead and ensure they are delivered in accordance with this.
9. Work with the Delivery Lead to develop current/new disability programmes which meet the changing needs of the children and young people we work with, and which are in line with the Foundation’s vision, mission and values.
10. Complete invoices for all Hi5! And Project Rugby programmes.

Communications

1. Develop excellent working relationships with Bath Rugby Foundation personnel, participants, partners and other key sponsors and stakeholders.
2. Analyse and report monitoring and evaluation findings back to the Delivery Lead, Head of Fundraising and any other relevant stakeholders or key sponsors.
3. Regularly communicate and feedback to the Delivery Lead and other Foundation SMT about progress against KPI’s or issues regarding programmes.
4. Work closely with the Marketing and Communication Manager and Delivery Lead to develop and oversee programme promotion and the creation of professional resources.
5. Conduct themselves in a professional manner at all times (both in person and online).

Safeguarding

1. Comply at all times with Health and Safety regulations and safe working practices in accordance with current legislation and as detailed in the Foundation’s Health and Safety Policy and Procedures.
2. Follow and uphold the Foundation’s safeguarding procedures and policies.
3. Work with the Safeguarding Officer to ensure relevant Health and Safety regulations and safe working practices are in place for all Inclusion programmes and are upheld by all staff.

Additional

1. To undertake such other responsibilities as directed by the CEO.
2. To work in a flexible way when the occasion arises so that tasks, which are not specifically covered in the job description, are undertaken.
3. To assess and take responsibility for one’s own performance.
4. Conduct themselves in a professional manner at all times (both in person and online).

**These are the key tasks as currently defined. It is expected that this job description will be regularly reviewed and may be amended from time to time, and by mutual agreement, to meet changing circumstances.**

*N.B. Employees are expected to use annual leave outside of core delivery periods unless otherwise approved by the Delivery Lead. Time off in lieu (TOIL) is to be agreed and booked with the Delivery Lead when extra working time is being arranged.*