

This document is also available in Welsh.



# Rugby Hub & Active Wellbeing Officer

## Recruitment Pack

July 2022

## Welcome

Thanks for your interest in this role. You should find all of the information you need here, as well as guidance on how to apply. If there's anything else you want to know though, contact us to arrange a chat.

# Role Summary

We'd love you to get to know us and the role you're interested in. Let's start with the basics...



## Job Title

Rugby Hub &  
Active Wellbeing Officer



## Working Hours

37 hours per week



## Job Type

Full time, FTC until  
August 2025



## Your Salary

£22,635 - £24,321



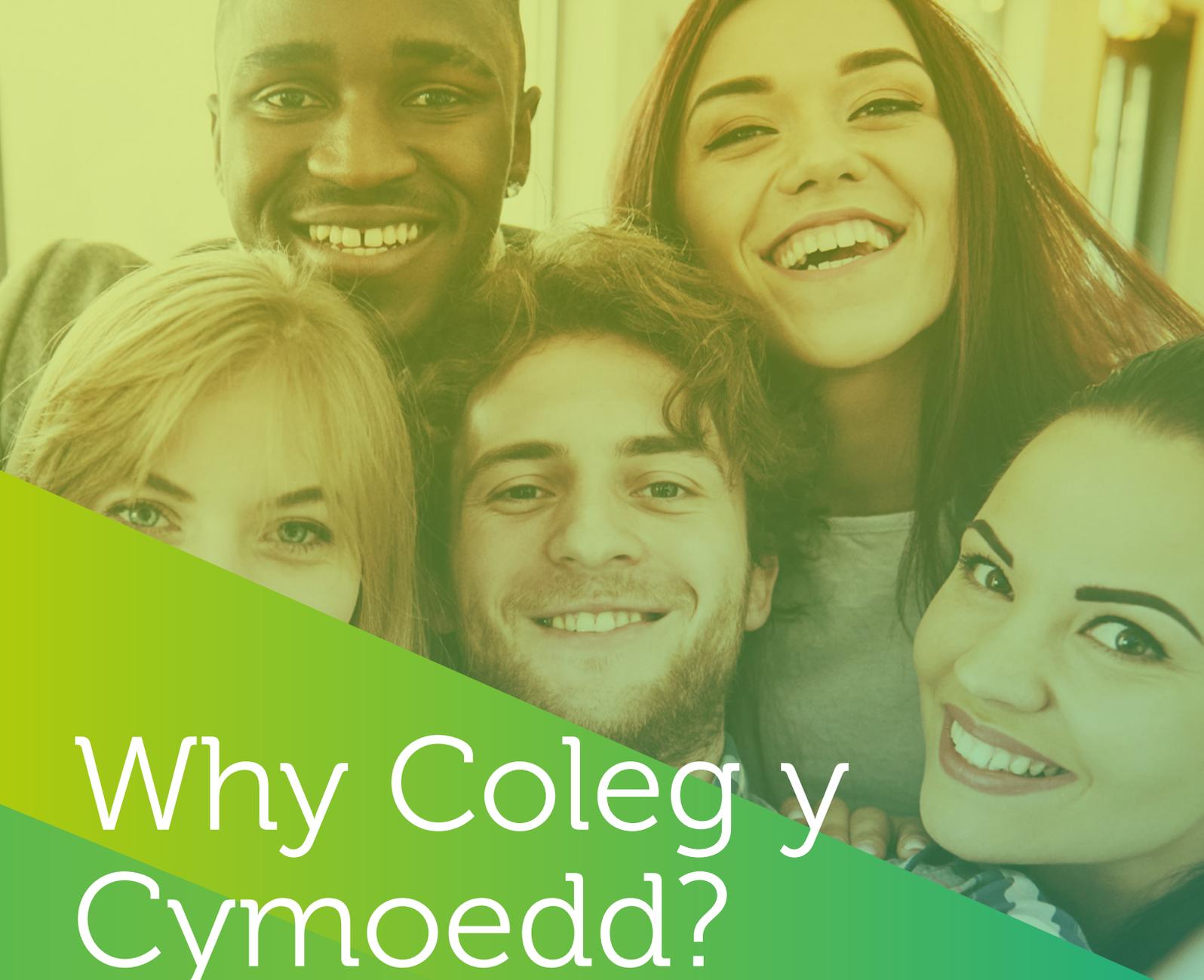
## Closing Date

18th August 2022



## Location

Nantgarw  
Multi-campus travel maybe  
required as part of this role



# Why Coleg y Cymoedd?

## About Us

Coleg y Cymoedd was formed in 2013. Over 10,000 learners study at Coleg y Cymoedd each year with sites in Aberdare, Nantgarw, Rhondda and Ystrad Mynach.

The college offers a wide range of Full and Part Time courses from Entry to Degree Level in over 15 Curriculum areas.

Working in partnership with more than 800 employers, the college's Business Services team offer a wide range of Apprenticeship and Bespoke Commercial Training packages.

The college has seen significant investment in recent years including the Nantgarw Campus building (a £40 million campus), Aberdare Campus (a £22 million campus), and state of the art Railway Training and Motor Vehicle Facilities.

## Our Mission Statement

'Our mission is your future success'

## Our Values

- > We focus on learners.
- > We strive for high performance.
- > We value and invest in all people.
- > We seek continuous improvement.
- > We are aspirational, we listen and collaborate.
- > We develop strong and effective partnerships.

## Our Vision

To be recognised as an excellent college by learners, staff, business and communities.

We encourage our learners, staff and external stakeholders to dream big and we are proud to say that studying at Coleg y Cymoedd helps to inspire our learners and transform their lives.

# The Benefits

## Salary



We pride ourselves on offering a competitive salary within the further education sector.

## Development



Your development is important to us. We offer excellent career and personal development opportunities. We'll also give you free tuition on college funded courses and even give you the opportunity to learn Welsh! Da lawn.

## Your Health



Maybe you'll never need it, but we never know what's around the corner. We offer a free Employee Assistance Programme along with a great Occupational Health Provision.

## Pension Scheme



Starting with us means you can be enrolled into the Local Government or Teachers' Pension Scheme.

## Keep Fit



Physical and mental fitness is important and so, we offer free gym access at Nantgarw and Ystrad Mynach in addition to discounted leisure membership. If the gym isn't your thing, we also offer a Cycle to Work scheme.

## Take a Break



We understand that sometimes you need a break. We offer a generous Annual Leave entitlement. We also offer free car parking for all staff and a car sharing scheme.

## Your Home Life



Sometimes things change and we want to support that. We offer a full suite of Family Friendly policies to support your work/life balance. We also offer Childcare Vouchers to make sure your little ones are well taken care of.

# Job Description

## Rugby Hub & Active Wellbeing Officer

Working as part of an innovative team that supports students in every aspect of Wellbeing. The successful candidate will strive to deliver a broad and varied range of extra-curricular opportunities and experiences to our students, to ensure that they develop the skills that will help them become healthy, active citizens who are ready to move onto Higher Education, training, or employment. The Hub Officer element of the role will need you to drive programmes of participation which recruit or retain participants within the game of rugby after the age of 16.

### Key Duties

- Contribute to the wider development of rugby within associated feeder schools, including development of coaches, referees, administrators, and volunteers, with established links to club/cluster and community provision.
- Collaborate in this cross-departmental, cross-campus role to enable learner to fulfill their potential through active engagement and participation.
- You will focus on engagement of the key areas surrounding college campuses.
- You will be responsible for promoting and encouraging participation in physical activity among under-represented communities.
- Through this and other activities you will contribute to the strategic plan of Coleg y Cymoedd relating to the academic attainment, engagement, and enrichment of students; to the development of rugby union more widely within the College setting; and to the health and wellbeing of the community within which the College setting is located.
- Provide and support in the development, learning and delivery of opportunities for everyone within the FE community
- To support the objectives of the College such as raising standards of academic attainment, student engagement and enrichment, community cohesion, and student recruitment.
- To work with students, staff, and external partners to raise the profile of active wellbeing.
- To gather and maintain such data as may be required for monitoring the effectiveness of the various programmes, and to report this to the WRU or upshot as required.
- To work with staff and students with passion, energy, and enthusiasm to establish a group of Sport Ambassadors
- Identify and where appropriate, apply for funding opportunities to enhance the active wellbeing strategy at the college.
- Improve the quality and provision of activity to enhance the emotional and physical wellbeing of the college community
- To promote and offer sport and physical activity opportunities for all learners.
- To deliver, or to support the delivery of, rugby union for males and females.
- To work with staff and students with passion, energy, and enthusiasm to establish a group of Sport Ambassadors
- To organise and coordinate the delivery of physical activity in a variety of ways, online, casual, sociable, instructor led and competitively structured.
- Re-enforcing the work with less active learners, women and girls / disability / socially deprived areas and ethnic minority background.
- Create an active workforce which is fit for future employment.
- To develop young people as leaders and volunteers (WRU Rugby Leaders programme and other relevant opportunities).
- To actively promote the benefits of physical activity and healthy lifestyle choices to students and support them with positive lifestyle changes
- To deliver and lead sessions of physical activity

## Key Duties

- Develop sporting potential
- To formulate, deliver or facilitate the delivery of fully inclusive programmes of rugby and general sporting activities which engage students of all abilities and from all backgrounds.
- To establish a positive rapport with individuals and groups of students to engage and increase participation in regular sessions of activity / sport.
- Raise the profile & celebrate the achievements of our college communities.
- To encourage and support males and females to transition into local community clubs, clusters, or alternative offerings, as appropriate.
- To support the College, local community club/clusters and in developing and maintaining a fully inclusive and appropriate environment to encourage young people to participate in rugby, including and especially through coach, referee and volunteer education and development.
- To support the Local Hub Steering Group in developing objectives and targets for the Hub programme, as appropriate, and to work towards the fulfillment of these.
- Development of new social media channels, effective communication, and marketing of college activities.

## Additional Duties

- To support the WRU in fulfilling its objectives for the development of rugby, both inside but especially outside term-time, including through:
  - Supporting rugby development programmes on a local, regional, and national basis, as required
  - Supporting the organisation and delivery of any WRU training / apprenticeship programme within the locality of the educational settings
  - Attending WRU training sessions, courses, etc., as required, with a view to pursuing a personalised programme of continued professional development

## Further Information

To contribute to the development and maintenance of a safe and inclusive working environment in all places of work, including through compliance with policies relating to health and safety, equality, safeguarding, confidentiality, social media and data protection (as per WRU and Educational setting requirements)

**It is recognised that duties and responsibilities of all posts may change from time to time and job descriptions may be amended in consultation with the post holder to reflect those changes which are commensurate with the role.**

# Person Specification

|   | Essential | Desirable | Assessment                   |
|---|-----------|-----------|------------------------------|
| An undergraduate degree in sports coaching.   |           | ✓         | Application Form             |
| A level 2 progressing to level 3 coaching qualification.  | ✓         |           | Application Form             |
| Level 2 fitness instructor qualification  |           | ✓         | Application Form             |
| Proven coaching and development experience (minimum 3 years).   | ✓         |           | Application Form & Interview |
| Experience of analysing, using data and reporting on performance.   | ✓         |           | Application Form & Interview |
| Experience working in a gym/fitness environment   |           | ✓         | Application Form             |
| A broad-based knowledge of IT and competence in the use of relevant IT packages.                              | ✓         |           | Application Form & Interview |
| The ability to work well under pressure by prioritising tasks effectively.                                    | ✓         |           | Application Form & Interview |
| A flexible approach including cross-campus working.   | ✓         |           | Application Form & Interview |
| The ability to organise workload..  | ✓         |           | Application Form & Interview |
| The ability to demonstrate initiative.  | ✓         |           | Application Form & Interview |
| The ability to communicate across a range of levels and engagement activity                                   | ✓         |           | Application Form & Interview |
| The ability to speak Welsh or willingness to learn.   |           | ✓         | Application Form & Interview |
| The ability to effectively travel between sites and external venues.  | ✓         |           | Application Form & Interview |
| A positive and dynamic approach to change   | ✓         |           | Application Form & Interview |
| Demonstrated suitability to work with children and vulnerable adults.   | ✓         |           | Application Form & Interview |
| Ability to use IT systems and popular software packages (Word, Excel etc)                                     | ✓         |           | Application Form & Interview |
| Ability to maintain effectiveness in a pressurised environment and translate opportunities into action plans. | ✓         |           | Application Form & Interview |
| Exhibit a professional attitude, diplomacy and an ability to handle difficult situations.                     | ✓         |           | Application Form & Interview |
| Be reliable colleague who related to peers and all other staff respectfully, purposefully and positively.     | ✓         |           | Application Form & Interview |
| Confident, enthusiastic, energetic.   | ✓         |           | Application Form & Interview |
| Understands and is committed to Equal Opportunities.  | ✓         |           | Application Form & Interview |



'I really enjoy my role in Welfare and Wellbeing, connecting with learners, facilitating them to be who they want to be is so rewarding. In the words of the great Carl Rogers, "People are like plants, given the right conditions they will flourish" '

## **Carolyn Owen**

**Welfare & Wellbeing Officer**

'Engaging with staff and learners and observing them develop to their full potential is very rewarding. The role is flexible and no two days are the same. Coleg y Cymoedd is a fantastic place to work where we all support each other to ensure our learners receive an outstanding learning experience.'

## **Tracey Evans**

**Head of School (Catering, Hair and Beauty)**

# Application Process (How to Apply)

## What Now?

Now you should know more about us and what we're doing, you should also have a good understanding of this role and the type of person we're looking for. If this sounds like you, then we'd love you to apply.

Simply download the application form and fill out all the required fields.

Send completed applications to:

✉ [jobs@cymoedd.ac.uk](mailto:jobs@cymoedd.ac.uk)

Remember to use the **Person Specification** and **Job Description** to show us why you're the best candidate for the job.

Once the application is filled out and you're happy, there's just one thing left to do and that's get it over to us at the email address above - We're really looking forward to reading it!

Please be advised, **we do not accept CVs**. If you would rather, you can always send your completed application to:

People & Culture  
Coleg y Cymoedd  
Rhondda Campus  
Tonypany  
CF40 2TQ

## Want to chat?

Coleg Y Cymoedd is a unique and exciting place to work. Maybe this role is the perfect fit for you. If you'd like to chat through any questions or get to know us better, get in touch today:

Applications /  [jobs@cymoedd.ac.uk](mailto:jobs@cymoedd.ac.uk)

Find out more:  01443 653626



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We did it!  
Officially accredited by Investors in People.  
Because we make work better.

# Terms & Conditions

## Equality & Diversity

We recognise the benefits of a diverse workforce we consider ourselves to be an employer of choice and are committed to eradicating discrimination in the workplace.

## Criminal Convictions

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform the college of any spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A list 99 check is also obtained on anyone who will be working with or coming into contact with learners and must be received by the college before employment can commence.

## Data Protection

Any data about you will be held securely, with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

## Right To Work In The UK

Section 8 of the Asylum and Immigration Act 2008 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents the employee from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.