



Community Delivery Officer

Job Description

Location:	Sheffield Eagles Offices	Salary:	£22,500 PA
Hours:	37.5hrs per week (Evening & Weekends required)	Employment Type:	2 Year Fixed Term Contract

Job Purpose

This role will be employed by the Eagles Foundation, working in close partnership with other city partners. The role will deliver Rugby League, sports coaching sessions and other Eagles Foundation initiatives in selected city schools and community projects.

The focus will be on delivering high quality and engaging sessions. The Community Delivery Officer will raise awareness of, and increase participation and engagement in, Rugby League and sporting activities. The role will be expected to deliver against an agreed annual plan of activity.

Duties and Responsibilities

Specific Duties and Responsibilities

1. Delivery against the Rugby League Development plan and Links SSP's Coaching Delivery plan within the Sheffield City Region.
2. Deliver engaging sessions across the range of Rugby League variants, such as Touch, Tag, Contact and Wheelchair and other sports sessions as required to participants groups to a high standard, including demonstrable planning of all sessions and identifying desired outcomes.
3. Work with partners to introduce, grow and develop the number of people engaging with Rugby League and sport as part of the Eagles Foundation's range of offers.
4. Build relationships with schools, community partners and service providers and liaise with them to ensure that they are engaged and satisfied as partners of the Eagles Foundation.
5. Identify opportunities and assist with funding bids and pitches to commercial partners to make the role financially sustainable in the future. Manage any funding secured and maintain records to accurately reconcile funding.
6. Work with the Sheffield Eagles to incorporate programme participants into match days, giving playing and non-playing opportunities to players and volunteers to provide opportunities for development and learning.
7. Data input to manage and support monitoring and evaluation.
8. To undertake necessary Continuous Professional Development and training when required to ensure you are up to date with all requirements.



General Duties And Responsibilities

The Eagles Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced Disclosure and Barred Service Check.

To undertake all duties and responsibilities in line with current Eagles Foundation policies and procedures, including, but not limited to those relating to health and safety; equality, diversity and inclusion; safeguarding; and financial control.

To undertake any other duties as directed by the line manager that are commensurate with the post holder's experience and this job description.

Person Specification

Requirements Of The Role	Essential (E) / Desirable (D)	Assessment Method
Knowledge and Experience		
A good level of experience of Sport Development and Rugby League	D	A / I
Experience of delivering coaching sessions in a range of sports, especially Rugby League	E	A / I
Coaching/working experience with children and adults	E	A / I
Experience of developing and sustaining local partnership initiatives with a range of organisations including private, public, voluntary and faith sector	D	A / I
Experience of presenting information to a range of audiences	E	I
Knowledge of working with budgets and purchasing	D	I
Skills & Abilities		
Ability and commitment to work irregular hours including evenings and weekends to meet the needs of our customers and partners	E	A
Good ability using ICT technology (MS Word, Excel, Outlook)	E	A
Ability to present written reports in clear, concise and understandable form to a wide range of audiences	D	A / I



Excellent communication skills, including interpersonal skills as well as the ability to engage with a range of customers and at times deal with challenging behaviour	E	I
Ability to work to specific deadlines and on own initiatives	E	I
Qualifications		
Level 2 Rugby League Coaching qualification or willingness to achieve this through training	E	A
Degree in Sports Development or equivalent experience	D	A
First aid certificate (or willingness to achieve)	E	A / I
Child protection certificate required on commencement or to be completed on Induction	E	A / I
Driving license and access to a vehicle or ability to travel throughout the city easily	E	A / I

Key: A = Application. I = Interview.