



# Community and Education Trust



Preston  
City Council



<b>Organisation</b>	Preston North End Community and Education Trust	
<b>Position</b>	Rugby League Development Officer	<b>Job Reference:</b> PNE1085
<b>Salary</b>	£18,000 - £23,000 Plus expenses, pension, use of company pool car when required.	
<b>Location</b>	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU	
<b>Contract</b>	This is a two year fixed term post.	
<b>Closing Date</b>	Monday 17 <sup>th</sup> August 2020	

The Preston North End Community and Education Trust (PNECET) at Preston North End FC is seeking to appoint an enthusiastic, skilled and dedicated Rugby League Development Officer to develop and increase participation and interest in Rugby League in the build up to the Rugby League World Cup held in England in 2021.

Preston will host an international team as a training base ahead of the World Cup and this post is use that to create sustained participation in Rugby League beyond the World Cup.

This role is a joint funded role by Preston North End Community and Education Trust, England Rugby League, University of Central Lancashire and Preston City Council.

The tasks you will be responsible for will include:

- Planning and delivering sessions in schools to generate interest in the sport;
- Develop a community offer for interested participants to take part in Rugby League;
- Develop a Rugby League club in Preston to provide exit routes for both Adults and Juniors;
- Raise awareness of the Rugby League World Cup 2021;
- Implement a Rugby League Development Plan for Preston;

#### How to apply:

Please send your completed application form and equal opportunities form along with a letter of support. Please email your application to [jobs@pne.com](mailto:jobs@pne.com) with subject title Reference 'PNE1085' or post to: F.A.O Tracy Atkinson, Office Manager, Preston North End FC, Deepdale, Preston, PR1 6RU.

#### Interview dates:

Interviews will take place on Thursday 20<sup>th</sup> August 2020

Rugby League Development Officer  
 Job Description \ Person Spec  
 PNE Community and Education Trust  
 Preston North End FC



<b>JOB DESCRIPTION</b>	
<b>1. Job Title</b>	Rugby League Development Officer
<b>Salary</b>	£18,000 - £23,000 Plus expenses, pension, use of company pool car when required.
<b>Hours of Work</b>	You will have a standard working week of a minimum of 37.5 hours. Standard hours of work will be managed between 9am and 5pm. However, you may also be asked to work some evenings and weekends with notice.
<b>Location</b>	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU
<b>Responsible To</b>	Senior Schools Provisions Officer/Head of Education
<b>Responsible For</b>	n/a
<b>Contractual Status</b>	This is a two year fixed term post.
<b>Additional Information</b>	Please note that due to the nature of the work the department undertakes, the role will be subject to two satisfactory references and -enhanced DBS checks.
<b>2. Overall purpose of the Job</b>	<p>The purpose of this role is to;</p> <p>Work as part of the Preston North End Community and Education Trust team to develop and increase participation and interest in Rugby league across Preston in the build up to the RLWC in 2021.</p> <p>You will work alongside our existing schools programmes; engaging with local schools and education establishments whilst also expanding into other surrounding areas. This being a vital area of the business which is at the core of our strategy and values.</p> <p>You will also support our Inclusion department by providing Rugby League participation opportunities alongside our existing provision whilst providing new opportunities.</p> <p>We are looking for a suitably qualified candidate to establish a high quality delivery service and help create a legacy of Rugby League across Preston.</p>

### 3. Duties and Responsibilities

The post holder will be responsible and accountable for:

- Planning and delivering sessions in schools to generate interest in the sport;
- Develop a community offer for interested participants to take part in Rugby League;
- Develop a Rugby League club in Preston to provide exit route for both adults and juniors;
- Raise awareness of the Rugby League World Cup 2021;
- Implement a Rugby League Development Plan for Preston;
- Be an active representative on the Club Development sub group of the Preston Strategic Steering group;
- Where possible support the delivery of the Rugby League World Cup 2021 training camp for Preston;
- Assist with the implementation of the Preston Strategic Action Plan as part of the RLWC 2021 – Community events, club development and engaging volunteers;
- Identify and assist with funding bids to grow the game and support school, community and club development;
- Organise and deliver Rugby League specific events and tournaments aimed at both primary and secondary schools;
- Compliment the delivery of our Premier League Primary Stars programme and school holiday provision;
- Work closely with school teachers and staff to build new relationships with local schools whilst also strengthening and maintaining our existing relationships;
- Provide CPD to the teachers during sessions;
- Obtain and input data into our monitoring database;
- To work with the Rugby League World Cup host country to facilitate a minimum of four player visits;
- To manage all equipment needed for schools' provision;
- To complete risk assessments and registers;
- To undertake necessary CPD when required to ensure you are up to date with all requirements;

<b>4. General</b>	<p>To at all times represent Preston North End Football Club and the Community an Education Trust in a professional manner regarding to appearance, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to, with notice, work flexible hours where the role of the job requires including evenings, weekends and all home matchdays.</p>
<b>PERSON SPECIFICATION</b>	<b>DESCRIPTION</b>
<b>1. Qualifications</b>	
<b>Essential</b>	<p>Association for Physical Education school sport qualification or willingness to achieve within one year of appointment;</p> <p>Level 2 Rugby League Coaching qualification</p> <p>In-date child protection certificate (or willingness to update/achieve asap);</p> <p>In-date first aid certificate (or willingness to achieve)</p> <p>Full UK Driving Licence, car owner and willingness to use for work (or other suitable arrangements for traveling around the local area).</p>
<b>Desirable</b>	<p>QTS qualification or equivalent teacher qualification (you will not be employed as a teacher);</p> <p>Educated to Degree level;</p> <p>Degree in primary education field</p> <p>Level 2 sports qualification</p>
<b>2. Experience</b>	
<b>Essential</b>	<p>Coaching / working with children of a primary school age;</p> <p>Ability to work as part of a team;</p> <p>Ability to work under pressure to tight deadlines;</p> <p>Self-motivation and the ability to work on own initiative;</p> <p>Excellent communication skills including written, telephone and interpersonal skills;</p> <p>Proven planning and excellent organisational skills;</p> <p>Attention to detail and pride of ensuring accurate records are kept;</p>

	<p>Confident, outgoing and friendly personality;</p> <p>Attitude to always strive to over-achieve and continuously develop the programme and organisation;</p> <p>Competent use of IT systems;</p>
<b>Desirable</b>	<p>Experience working in a primary school environment or relevant other experience with primary school children;</p> <p>Producing lesson plans and developing educational resources;</p> <p>Experience of writing reports and coordinating a monitoring and evaluation system.</p> <p>Knowledge of Preston and its surrounding areas.</p> <p>Experience of health and safety and/or welfare and safeguarding policies and procedures.</p>

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required.

### **Safeguarding Statement**

The EFL is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post does require a Disclosure and Barring Service check(DBS).

### **General Information**

The employee must at all times carry out their duties with due regard to the Preston North End Community and Education Trust policies and procedures.

The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

You will be asked to provide details of referees for the previous five years working history.

Preston North End Community and Education Trust is an equal opportunities employer.