



Job Title: Club & Coaching Lead

Unit/School: Cardiff Met Sport

Grade: 5A/B

HERA: CMETS129

Core purpose of role:

The Club & Coaching Lead will play a critical role in the management of our rugby system. They will work across the men's and women's rugby programmes with a focus on evolving the coaching infrastructure, supporting student placement and volunteer opportunities and developing alternative approaches to increase the number of students playing rugby at Cardiff Met. As well as have an active coaching role within the rugby club.

Key responsibilities and contributions:

- Across the Men's and Women's programmes, manage and develop an aligned and appropriate coaching and club infrastructure for the BUCS, community leagues and 7s programmes.
- Act as the Head Coach for one of the BUCS teams, leading the training and competition environment working as part of a multi-disciplinary team.
- Design a collaborative approach across the different programmes, to develop a coaching development pathway which recruits, retains and develops coaches across the rugby system.
- Work with partners, members of the rugby staff and academic staff to develop a range of student placement and work-based learning opportunities throughout the rugby system. This includes coach development and education with Sports Coaching degrees.
- Work with the Head of Rugby to ensure appropriate student committee and volunteer roles are integrated into the club and governance structures.
- Create and develop alternative and year-round playing opportunities for students to increase the number of students playing rugby outside the BUCS programme on both campuses.
- Ensure a seamless pathway for players looking to transition or moving between the club and performances programmes.



- Work with the Head of Rugby to plan and deliver student recruitment-based initiatives fostering relationships with key partners, schools and clubs.
- Work with the Head of Rugby, to recruit and deploy a workforce to deliver junior sport and youth rugby opportunities which could generate income.
- Work with the Met Sport Community Team to promote and engage students in community-based coaching opportunities.

Person specification:

Essential qualifications / Professional memberships:

- Level 2 rugby coaching qualification.

Essential experience, knowledge and skills:

1. Experience of developing and/or delivering rugby coach education initiatives.
2. Experience of working with and developing volunteers and coaches in a sports setting.
3. Experience of successfully leading and motivating others, developing people and fostering engagement.
4. Experience of managing and developing rugby competitive or participation programmes.
5. Exceptional technical knowledge of rugby coaching.
6. Exceptional communication and interpersonal skills.
7. Ability to develop and maintain strong relationships within a broad range of key stakeholders.
8. A sound knowledge of club development and governance principles.
9. Knowledge of university and Welsh rugby structures.
10. Able to make timely, effective decisions and deliver consistent coaching in dynamic, fast-paced environments.

Desirable:

1. Further coaching, mentoring or leadership qualifications (working towards or achieved level 3 rugby coaching qualification).
2. Experience of university sport.
3. Experience of developing additional playing opportunities and increasing participation.



Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements:

This post requires an enhanced DBS check.

Supporting information:

The University is a dynamic organisation, and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.