



Delivery Lead Job Description

The Basics

Salary – £24,000 to £29,000 (pro rata if part time)

Workplace – Various, daily travel to our delivery sites with some home working

Hours – Up to full time 37.5 hours (we are open to requests for part time and full time working)

Start - August

Job overview

Our Delivery Leads have responsibility for the operational delivery of our interventions to assigned areas within a region. You will be an experience practitioner, spending time on the ground setting delivery best practice to ensure delivery standards are maintained. You will also play a role in the development and partnerships in the region. You will become the go to person for all things in your region, working closely with your Programme Manager.

This is a dynamic role which requires someone to have the ability to work with young people but also take care of the day-to-day running of the assigned area.

You will be working with some of the hardest to reach young people who are most at risk of exclusion, in small groups of 8-10. We use rugby as a hook and mentorship as an anchor, using our four cornerstones (developing life skills, raising aspirations, improving physical wellbeing, focus on mental wellbeing) to develop young people throughout their time with us. We enable young people to be in a better position to enter sustained education, employment or training (EET) when they leave school.

The delivery team always work in pairs, running our interventions across a variety of settings (including mainstream schools, Pupil Referral Units, Alternative Provisions, SEN schools, Youth Offenders Institutes, community centres and rugby clubs) working in the school timetable and between 3-7pm.

You do not need to be a rugby fanatic for this role, but you do need to be passionate about social mobility of the excluded. We are looking for someone



with a youth work, teaching, mentoring or sports coaching background to help strengthen our team as we work towards our forward strategy.

What the job involves

Intervention Delivery

- Deliver our suite of interventions both during the school timetable and outside of the school timetable (3-7pm) within a range of settings in your region.
- Develop session plans in line with our curriculum and scheme of work, tailoring these to the needs of each cohort of young people.
- Manage relationships with schools ensuring SLAs are met on both sides.
- Establishing and maintaining professional relationships with staff within the education settings that we work in.
- Build trusted adulted relationships with young people that are meaningful and supportive.
- Adapt to changing environments and work creatively to deliver sessions to a range of young people.
- Ensure that our web based App Player Profiles becomes an integral part of the delivery of our interventions and support mechanisms for young peoples development.
- Lead on the organisation and delivery of holiday programmes for young people including gaining funding to deliver these.
- Lead on the coordination of Career Taster Days with partner organisations, workshops and tournaments for young people.

Reporting & Compliance

- Responsible for the accurate and efficient collection of impact data, including but not limited to; weekly registers, termly questionnaires, consent forms and registration forms across your region.
- Ensure that session data is uploaded onto UpShot within 24 hours of the session.
- To follow the Dallaglio RugbyWorks processes around reporting incidents and safeguarding concerns to ensure we are protecting young people to the highest standard.

Dallaglio RugbyWorks

- Ensure that dynamic risk assessments are completed for all sessions and ad hoc activities.
- Provide content for our social media and coordinate the running of a regional social media account.
- Work closely with the rest of the Dallaglio RugbyWorks team to communicate successes of our interventions through case studies and termly reports.
- Work with the Programme Manager to liaise with provisions to implement service level agreements and ensure they are upheld by both parties.

Development

- Work with the Programme Manager to seek out customers and sell our suite of interventions in your region to meet your school charging income target.
- Responsible for the relationship management of schools and other delivery sites where you have been allocated as the lead. Ensuring contracting is completed in a timely manner, invoices are raised and check in meetings held.
- Work with the Programme manager to establish a network of regional partners that support our interventions and build our reputation and attend events when necessary.
- Support the relationship management of corporate partners and donors within your region, showing them the value of their support.
- Lead on writing and application of regional trust & foundation bids to meet your regional fundraising target.

Team

- Provide line management support to casual staff and Lead Coaches (where applicable) as well as manage and communicate team rotas.
- Contribute to project groups and internal meetings, ensuring you keep in good contact with the wider team.
- Participate in Dallaglio RugbyWorks team meetings and training sessions.

Who you are

- At least 2 years experience delivering or coordinating interventions to young people.

Dallaglio RugbyWorks

- Can demonstrate ability to deliver high energy and engaging sports sessions to young people.
- Alignment to our organisation values high energy, play as a team, future focused and tell it like it is.
- Level 2 sports coaching qualification or level 2 Youth Work qualification (or equivalent).
- An understanding of schools and the exclusion landscape would be desirable.
- Previous experience collecting data and using it to guide performance monitoring.
- Demonstrable experience with leading a team or project independently.
- Ability to build and manage relationships with a range of stakeholders.
- Strong organisational skills with structured and methodical approach to work and a clear focus on results.
- Confident and effective communicator who is able to work with people from a wide range of backgrounds.
- IT literate and ability to use Microsoft Office Applications.
- Valid UK driving license or access to transport to enable travel within the region (roles outside of London).

Benefits

25 days annual leave plus bank holidays.

It's your future days.

Cycle Scheme.

Enhanced policies.

Opportunities to get free entry to our amazing events.

Ongoing training and support with opportunities for career development.

An autonomous working culture.