

Welsh Rugby Players Association

Job Description – Personal Development Manager

<u>Position Title:</u>	Personal Development Manager (Ospreys Rugby)
<u>Reports to:</u>	WRPA CEO & Regional Executive Committee Representatives
<u>Works with:</u>	Other PDMs, WRPA Player Welfare & Membership Manager
<u>Employment Status:</u>	The Personal Development Manager (PDM) is a fixed term appointment . The role is subject to the terms and conditions of the Employment Contract as agreed with the WRPA.
<u>Remuneration:</u>	£35,000 pa
<u>Location:</u>	Llandarcy Academy of Sport, Llandarcy Park, Llandarcy, Neath, SA10 6JD.

The Welsh Rugby Players' Association was incorporated in 2003 in direct response to the professionalism of rugby and was established to promote and safeguard the interests of its members, namely the professional rugby players of Wales. Our membership comprises of regional professional players both senior and academy and Welsh international players.

The primary responsibility of a Personal Development Manager is to support, assist and enable players in their personal and professional development. This includes but is not limited to working in consultation with key stakeholders, to assist players to advance their ability to manage their professional rugby career, education, life skills development and personal wellbeing. This involves working with emerging player's, currently contracted players and as required, past players.

Personal Development Managers Key Tasks

Implementation, Coordination, Facilitation and Delivery of Personal Development Programme (PDP) Content and Services

In conjunction with the WRPA/WRU/Region and with the support of key stakeholders, develop assessment and awareness programmes with a primary focus on key personal development areas, for the delivery to contracted players and including at least the following topics:

- Risk awareness (e.g. decision making, alcohol, relationships, player conduct and social media)
- Career orientation education
- Assist in facilitating the delivery of integrity education (e.g. anti-corruption, anti-doping, supplement use, illicit drugs and prescription medication)
- Mental health and wellbeing education
- Self-awareness education (including family, cultural and personal interest)
- Basic concepts of the professional rugby landscape (e.g. contracting, agents and employee obligations).
- Life skills development (e.g. work life balance, managing change, charity and community initiatives)

In support of the WRPA PDP, and with the additional support of key stakeholders, manage and develop education programmes that support players to undertake some form of meaningful **Career and Education** development outside of professional rugby (e.g. work experience, mentoring, externships, educational and vocational study options).

Understand the importance of **Personal Development** and mental wellbeing and demonstrate the right character traits to contribute positively in all areas of their lives (e.g. self-identity, work life balance, leadership, communication).

Make good decisions when it comes to managing their off-field **Professional Rugby Commitments**. (e.g. risk awareness, integrity matters, employee obligations). Develop and maintain a professional and reputable regional and national network of external providers who can be called on to provide tailored educational content and on-going support to players in the areas identified above.

With the support of key stakeholders provide transitional guidance and assistance for players in at least the following instances:

- Entry into the professional rugby environments
- Movement between competitions and teams
- Exit from the professional rugby environments

Establish a regular cycle of communication with players and other key stakeholders that takes account of at least the following aspects:

- Individual player entry and exit interview meetings
- Individual player and team personal development planning and update meetings, feeding back to tailor the players' personal development plan accordingly.
- External provider planning and review meetings

Administration and Operational Management

With the support of the WRPA Team, manage the programmes operational and administrative duties, covering at least the following tasks:

- Collection and entry of individual player and team personal development information into a designated player information database
- Preparation of programme planning and reporting documentation
- Planning and running of events and workshops

General

Preparation and efficient management of a programme related operational budget

- Supplying content to designated WRPA/ WRU/ regional communication platforms for the promotion of player personal development.
- The Personal Development Manager shall in discharging their duty put an individual player's interest first and shall, at all times abide by the Principals of Practice of the Personal Development Programme (see Appendix 1).

Key relationships

- Club players including transitioning academy players
- Director of Rugby and coaching staff
- Regional staff and management
- Relevant programme providers
- External service providers
- WRPA CEO

Appendix 1

The Personal Development Manager shall, in providing the services under his or her contract, put an individual Player's interests first, and shall:

- Develop a relationship of trust with players, club and team management and external providers based on honesty, respect, reliability and professionalism;
- Recognise effective communication as the key to positive relationships;
- Exercise strict confidentiality in all dealings with players and providers;
- Ensure accessibility to players including a willingness to work within their environment;
- Maintain regular contact with players and providers through phone calls, email, site visits, informal meetings and appropriate presence in the team environment;
- Assist players to set goals in key focus areas and support the achievement of these through monitoring and evaluation with both players and providers;
- Deliver on commitments;
- Take sufficient time to reflect on situations and possible solutions before taking appropriate action;
- Support fellow Personal Development Managers through an open, honest working relationship, sharing successful strategies, innovative suggestions and constructive feedback
- Contribute to the ongoing development and support of the Personal Development Programme through active participation in further personal and professional training and development opportunities.