

Welsh Gymnastics

Education and Training Officer

Candidate Information Pack
June 2025



Overview of Welsh Gymnastics



Welsh Gymnastics is the National Governing Body for Gymnastics in Wales, responsible for leading and supporting the sport across a range of disciplines including Artistic, Rhythmic, Trampoline, Tumbling, Acrobatic, Aerobic, TeamGym, and Gymnastics for All. As the foundation sport, gymnastics develops core physical skills that support lifelong participation in sport and active living.

Our ten-year plan, *Where Sport Begins*, sets out a clear vision to deliver an uplifting, inclusive gymnastics experience for all — one that is safe, enjoyable, and open to everyone. This ambition is driven by three strategic pillars: People, Places, and Practices.

At the heart of everything we do is a firm commitment to safeguarding and wellbeing. We are creating a culture where gymnasts feel safe, supported, and heard — with safeguarding embedded at every level of the sport.

Our education and training programme plays a vital role in supporting the growth of gymnastics and trampolining across Wales by developing and delivering high-quality learning opportunities. With demand for the sport outstripping current provision, this role focuses on expanding the workforce through the training and development of coaches, judges, and volunteers across the different gymnastics disciplines and safe sport.

The Role

The Education and Training Officer will play a key role in the planning, coordination, and administration of courses and workshops delivered across Wales and virtually. This role involves working closely with internal teams and external partners to ensure the effective delivery of high quality professional development opportunities across the different roles within our community.

The Officer will manage logistics, monitor attendance and feedback, maintain training records, and support the continuous improvement of learning initiatives.

A proactive and organised approach is essential, along with strong communication skills and a commitment to supporting professional development across the organisation.

The role will include travel across Wales to source training venues and spot checks on courses and trainers.



Main Areas Of Responsibility

Support the administration of the education structure following the WG (Welsh Gymnastics) processes and systems, to develop an inclusive and efficient workforce.

Liaise with the Education and Training Manager to plan and administer the course and workshop structure across Wales. Monitor income and expenditure for the educational workshop opportunities.

Operate the registration systems for the workshop structure with external partners.

Organise the resources required to successfully deliver the workshop structure.

Communicate with learners to ensure they have access to all information necessary to complete their training successfully, including reasonable adjustments

Remain compliant with all systems.

Complete spot checks on venues and courses across Wales to ensure they are compliant with the course requirements

Support the development of a Wales-wide education plan that will develop an inclusive and inspired gymnastics' workforce.

Liaise with the Education and Training Manager to determine an annual plan of courses and workshops.

Identify new training that would support the development of members of the gymnastics' workforce; i.e., coaches, young leaders, judges.

Champion equality and diversity and promote education and training to a variety of people across Wales.

Work with the Safeguarding team to administer learning across roles and responsibilities.

Compliance

The role holder has a responsibility to ensure they comply with WG policy in relation to safeguarding, health & safety, data protection and equality, and highlight any known issues within the organisation and with associated partners.

All appropriate duties within the scope of the role to support the delivery of the Welsh Gymnastics strategic aims.

Person Specification

Analytical and decision-making skills to assess data and use it to benefit the organisation's performance.

Strong communication skills, both verbal and written.

Good collaboration skills.

Data management skills.

Good IT skills, including Word Excel and Powerpoint.

A good understanding of equality, diversity and inclusion.

Good planning and organisational skills.

Experience at evaluating training interventions and using the information to improve future sessions.

Proven experience of keeping financial records.

A full driving License

An enhanced Criminal records check completed every 3 years



The Package

Salary/Banding: £23,810 - £26,000 (depending on experience) plus other benefit, including pension and life assurance.

Annual Leave: 26 days (plus Bank holidays)

Type of Contract: Permanent; Full time

Location: Cardiff

Team: Development

Reporting to: Education and Training Manager

Equality & Diversity

Welsh Gymnastics is an equal opportunities employer. Details of our equality policy can be found on our website.

Welsh Gymnastics wants to meet the aims and commitments set out in its employee equal opportunities policy. This includes not discriminating under the Equality Act 2010 and encouraging equality, diversity and inclusivity within the workforce.

Filling this form is voluntary and can be completed anonymously. The information provided will be kept confidential and will be used for monitoring purposes.

For further information regarding the equal opportunities form, contact Carys Kizito via carys.kizito@welshgymnastics.org and, should you wish to, please return the form with your application (details on next page).

Privacy Policy

For information about how we use and store your data can be found [here](#).





How to apply

Applicants are required to submit their CV and cover letter (no more than 2 A4 sides) to explain how their skills and experience align to the person specification of the role to hr@welshgymnastics.org. The applicants' cover letter will be used for shortlisting, and we recommend you support your answers with examples.

The deadline for applications is the **11th August 2025** with interviews taking place on **20th and 21st** of August.

