

Welsh Gymnastics

Gymnastics Development Officer

- North Wales

Candidate Information Pack
Aug 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.

Demand for gymnastics and trampolining in Wales outstrips the supply of opportunities. We need to grow the sport in order to reduce waiting lists. From early years development to supporting the development of physical literacy, gymnastics provides the foundations of a healthy and active lifestyle. Our Development officers support the communities to make this happen.

The Role

The overall purpose of this role is to sustain and grow the gymnastics community in Wales.

The role holder will work closely with clubs and partners to identify development opportunities to deliver positive gymnastics experiences for all. It will also work to address the latent demand within the area and ensuring more places and people are accessible.

The officer will be an active presence within the community ensuring a safe environment where safeguarding and inclusive practices are experienced.

There will be a minimum expectation of visits to community members and partners. Weekend and evening work will also be required.



Main Areas Of Responsibility

Develop and support the Gymnastics environments across an area of Wales .

Work with community leaders to ensure they are positive and safe and provide enjoyable opportunities.

Develop community-based training opportunities through supporting club programming, workforce development, increased funding opportunities and facility development.

Encourage clubs to access education and support to ensure strong governance, inclusivity, and the effective running of clubs.

Have an active presence within the gymnastics community and liaise with other members of the WG staff; education, performance and safeguarding, to ensure clubs access the appropriate support at the appropriate time.

Support any legacy programmes, following significant events such as the Olympic and Commonwealth Games, and sustain the high profile of WG through effective communication.

Support a vibrant competition structure for participation gymnasts within school, leisure and club settings.

Support and administer WG systems such as Sport80, Globocol and Vibrant Nations

Responsible for ensuring all clubs complete annual Safe Environment requirements and actively contribute to the delivery and implementation of the Safeguarding and Wellbeing Plan

Identify areas of growth and facilitate new and existing partnerships to answer the latent demand within the area.

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.

The role holder will also lead the team in an area of work and become a subject expert in one or more of the following areas:

Equality, Diversity and Inclusion.

GFA Competitions and Participation Products.

Business Development.

Safe Environments.

Governance.

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

Knowledge, Skills

Good administrative skills
Good time management skills to ensure delivery against set goals.
Strong communication skills, both verbal and written.
Data analysis skills.
Strong collaboration skills, to work well with others.
Persuasion and influencing skills.
Good IT skills, with a good grasp of Word, Excel and Powerpoint.
Basic finance skills to ensure good record keeping.
A basic knowledge of governance and equality, diversity and inclusion.

Experience

Experience of working in sport development.
Good experience of working in a team.

Additional requirements

Car driver, with own vehicle.
Ability to work evenings and weekends.
An enhanced with Barring list check to be 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 / part time will also be considered

Location: North Wales - Location to be agreed

Team: Development

Reporting to: Community Development 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 **12pm on 29th of August 2025**, with interviews scheduled to take place on the **5th of September 2025**.

