

# CAREERS GUIDE

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sportwales  
chwaraeon cymru





## INTRODUCTION

Sport Wales is the national organisation responsible for developing and promoting sport and physical activity in Wales. We want to see a healthier and more active nation and for every young person to have a great start in life so that they can go on to enjoy a lifetime of sport.

We're also responsible for distributing National Lottery funding to community sport organisations and providing the best possible support for promising Welsh athletes to compete on the world stage!

At Sport Wales, we have roles to suit every interest, talent and ambition and you might be surprised by what we have on offer...

## FIRST, AN INTRODUCTION TO OUR CEO AND A LITTLE ON HIS PATHWAY INTO THE ROLE HE'S IN TODAY.

**The job of the CEO of Sport Wales is to lead the work and staff at Sport Wales.**

A key part of the job is to make sure that the Welsh Government continues to see sport as being important to the people of Wales and that they make money available to us so that we can invest in sports organisations and clubs across the country.

The CEO needs to make sure that everyone at Sport Wales agrees on where and why we spend that public money and that we do so in the right way.

In his role of CEO, Brian gets invited to see a lot of sport, and not just in Wales – he's been to the Olympics, Paralympics, Commonwealth Games and lots of other big events, where he can meet with key people from other organisations to compare how we are doing and if we need to make any changes to our work.





## CLICK TO EXPLORE CAREERS AT SPORT WALES

National  
Centre

The  
Institute

Business  
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Relationship  
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Governance

Partner and  
Service  
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Investments

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# THE NATIONAL CENTRE

The Sport Wales National Centre is the place to go for indoor and outdoor sporting facilities. It is open to the public for fitness classes, gym memberships, racket sports, meeting rooms and accommodation and it is also used by more than 30 Welsh governing bodies of sport. The centre regularly hosts international competitions, training camps and individual athlete training sessions.

**EXPLORE JOBS...**



» Customer Services



## CUSTOMER SERVICES

The Sport Wales National Centre is the place to go for indoor and outdoor sporting facilities. It is open to the public for fitness classes, gym memberships, racket sports, meeting rooms and accommodation and it is also used by more than 30 Welsh governing bodies of sport. The centre regularly hosts international competitions, training camps and individual athlete training sessions.

### Typical career pathway:

Admin Officer/  
Receptionist

Assistant  
Customer Services  
Manager

Customer  
Services Manager

### Qualifications:

#### Entry Level:

GCSE's including Maths & English

#### To progress:

Sports and Leisure Centre experience or a Degree in Sport Science

Salary Range: **£22,000 - £50,000**

Possible upward progression to Assistant Director of the National Centre - £61,000 - £65,000



» Operations



## OPERATIONS

Working closely with the Customer Service team, the Operations team makes sure the facilities are safe and are set up to the needs of our users. These set ups range from fitness classes to squad training to Olympic qualifying events.

### Typical career pathway:

Operations  
Assistant

Assistant  
Operations  
Manager

Operations  
Manager

### Qualifications:

#### Entry Level:

GCSE's including Maths & English

#### To progress:

Sports and Leisure Centre experience or a Degree in Sport Science

**Salary Range: £22,000 - £65,000**

Possible upward progression to Assistant Director of the National Centre - £61,000 - £65,000



» Maintenance



# MAINTENANCE

The Maintenance team look after our building. They are responsible for making sure every part of the National Centre is in good working order so that customers and staff can access facilities safely and efficiently.

## Typical career pathway:

Plumber/  
Electrician/  
Carpenter

Maintenance  
Manager

## Qualifications:

### Entry Level:

GCSE's including Maths & English

Level 3 Diploma in mechanical or electrical engineering

Level 2 NVQ in plumbing and heating or or Level 2 NVQ in painting & decorating or or Level 2 NVQ Carpentry and Joinery

Salary Range: **£24,000 - £40,000**

Possible upward progression to Assistant Director of the National Centre - £61,000 - £65,000





» Catering & Housekeeping



# CATERING & HOUSEKEEPING

The Catering & Housekeeping team are on-site to provide nutritious meals for staff, athletes and members of the public while visiting the centre and to make sure training squads have a comfy environment to get sleep between their sessions.

## Typical career pathway:



## Qualifications:

### Entry Level:

GCSE's including Maths & English

Chef - Level 2 diploma in Professional Cookery (or equivalent)

### To progress:

Supervisory/management experience

Advanced qualification in Food Safety

Salary Range: **£22,000 - £40,000**

Possible upward progression to Assistant Director of the National Centre - £61,000 - £65,000



# THE INSTITUTE

The staff in the Sport Wales Institute work with youth and senior Welsh athletes and coaches to help them achieve success both in and outside of their sport.

**EXPLORE JOBS...**





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**EXPLORE JOBS...**



» Performance Nutrition



# PERFORMANCE NUTRITION

A Performance Nutritionist is an expert in diet and nutrition. They help athletes to improve their sporting performance through the foods they're eating.

## Typical career pathway:



## Qualifications:

### Entry Level:

GCSEs including Maths, English and Science

A levels including Biology and/or P.E.

Undergraduate degree in nutrition/dietetics/sport and exercise science

Postgraduate study (certificate, diploma or masters) in Sport and Exercise Nutrition

Salary Range: **£25,000 - £60,000**



» Sports Physiotherapy



# SPORTS PHYSIOTHERAPY

A Sports Physiotherapist assesses and treats sports-related injuries. They help athletes regain strength and movement after an injury.

## Typical career pathway:

Intern

Practitioner

Lead  
Practitioner

Head of  
Discipline

## Qualifications:

### Entry Level:

GCSEs including Maths, English and Science

A levels including Biology and/or P.E.

Undergraduate degree in Physiotherapy

Salary Range: **£28,000 - £60,000**



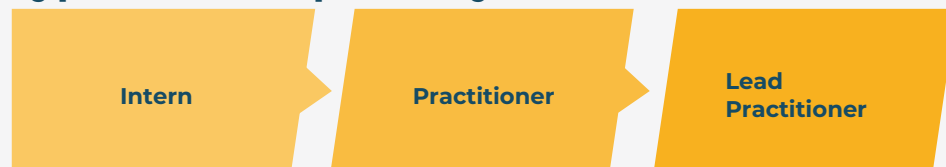
» Soft tissue therapy



## SOFT TISSUE THERAPY

A soft tissue therapist is also known as a Sport Massage Therapist. They work with athletes to help them recover from, and prepare for, sporting events and also reduce the risk of injury.

### Typical career pathway:



### Qualifications:

#### Entry Level:

GCSEs including Maths, English and Science

A levels including Biology and/or P.E.

A nationally recognised professional qualification in Sports Massage

Salary Range: **£22,000 - £40,000**





» Sports Physiology



# SPORTS PHYSIOLOGY

A Sports Physiologist is an expert in the human body. They use tests to measure how different parts of an athlete's body are affected by exercise so that they can advise the athlete and their coach on how to improve their performance.

## Typical career pathway:



## Qualifications:

### Entry Level:

GCSEs including Maths, English and Science

A levels including Biology and/or P.E.

Undergraduate degree in Sport Science/Human Physiology

Masters in Exercise physiology/Applied physiology

Salary Range: **£25,000 - £60,000**



» Strength and Conditioning



# STRENGTH AND CONDITIONING

A Strength & Conditioning Coach shows athletes what exercise they need to do to improve their performance.

## Typical career pathway:



## Qualifications:

### Entry Level:

GCSEs including Maths, English and Science

A levels including Biology and/or P.E.

Sport Science/Strength & Conditioning undergraduate degree

Salary Range: **£25,000 - £60,000**





» Sport Psychology



## SPORT PSYCHOLOGY

Sport Psychologists help athletes to improve their sporting performance by working with them on mental factors that could affect athletic performance like motivation, stress management, visualisation and effective teamwork.

### Typical career pathway:



### Qualifications:

#### Entry Level:

GCSEs including Maths, English and Science

A levels including Biology and/or P.E.

Undergraduate degree in Psychology/Sport Psychology/Sport Science

Masters in Sport Psychology

Salary Range: **£25,000 - £60,000**



» Performance Lifestyle



## PERFORMANCE LIFESTYLE

A Performance Lifestyle Advisor works with athletes to identify changes they can make to their lifestyle to improve athletic performance.

### Typical career pathway:



### Qualifications:

#### Entry Level:

GCSEs including Maths, English and Science

A levels including Biology and/or P.E.

Undergraduate degree in Sport Science/Sport Coaching/Sport Management

Salary Range: **£25,000 - £60,000**



» Performance Analysis



# PERFORMANCE ANALYSIS

A Performance Analyst uses data and visual observations of athletes in action to improve their athletic performance.

## Typical career pathway:



## Qualifications:

### Entry Level:

GCSEs including Maths, English and Science

Undergraduate degree in Performance Analysis/ Sports Science/Data Science or a similar

### To progress:

Master's Degree in Sports Performance Analysis/Sports Analytics/Data Science or similar

Salary Range: **£22,000 - £60,000**



# BUSINESS SERVICES

EXPLORE JOBS...





» Human Resources (HR)



## HUMAN RESOURCES (HR)

HR look after the people who work at Sport Wales. They are responsible for getting the right people into the right jobs, giving them the tools they need to do their best and making sure that work is a place where they feel well supported.

### Typical career pathway:



### Qualifications:

#### Entry Level:

GCSEs including Maths and English

#### To progress:

HR experience

HR Qualification

Salary Range: **£24,000 – £50,000**

Possible upward progression to Assistant Director of Business Services - £61,000 - £65,000



» Equality Diversity and Inclusion



## EQUALITY DIVERSITY AND INCLUSION

An EDI Manager's job is to help to create a workplace where people can be themselves without worrying about being treated unfairly.

### Typical career pathway:

Varied!

### Qualifications:

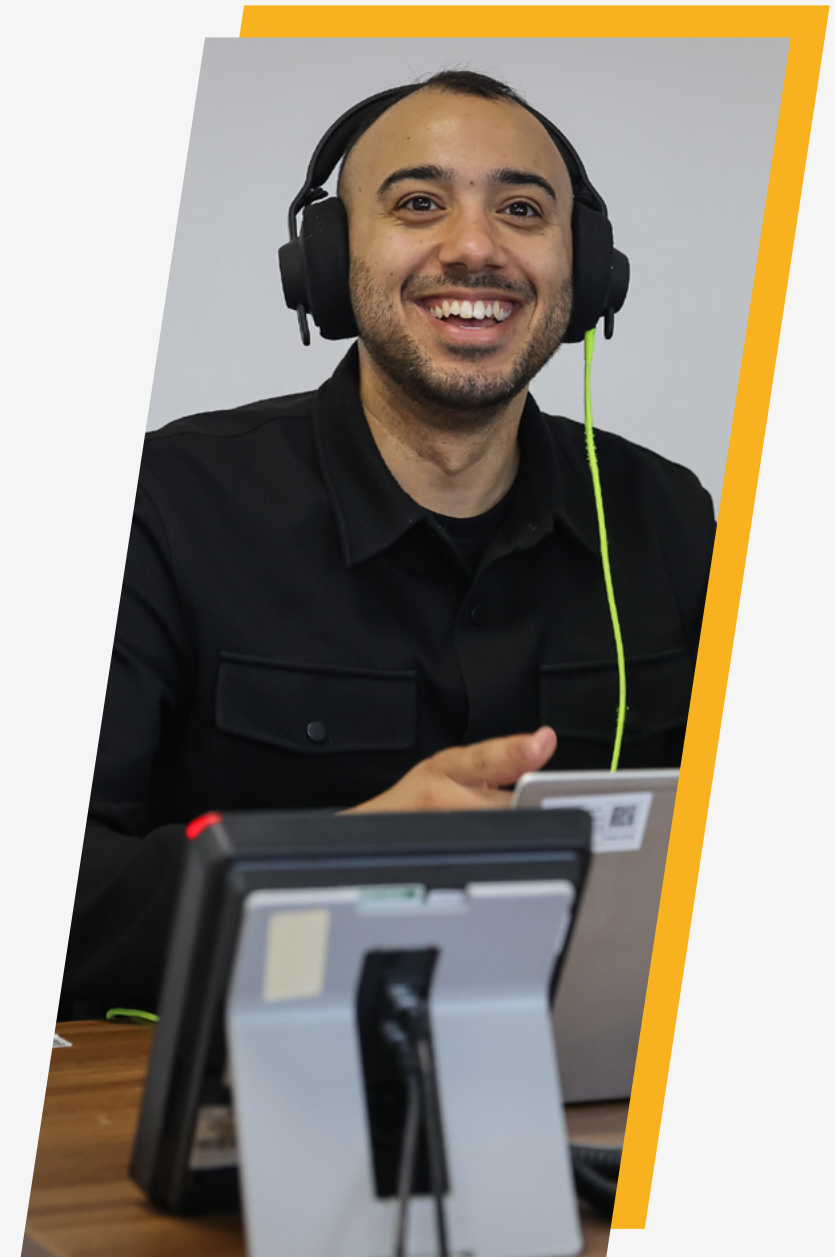
#### Entry Level:

GCSEs including Maths and English

Relevant experience

Salary Range: **£45,000 – £50,000**

Possible upward progression to Assistant Director of Business Services - £61,000 - £65,000





» Finance



## FINANCE

The Finance team makes sure that Sport Wales' suppliers get paid on time, Sport Wales gets paid for the use of its facilities on time, and Sport Wales staff get paid for their work correctly and on time. They also make sure that the money we get from Welsh Government and the Lottery is spent correctly, to support the sport sector.

### Typical career pathway:



### Qualifications:

#### Entry Level:

GCSEs including Maths and English

#### To progress:

Undergraduate degree in finance/a nationally recognised finance qualification

Salary Range: **£24,000 – £60,000**

Possible upward progression to Assistant Director of Business Services - £61,000 - £65,000



» ICT



## ICT

The ICT team looks after the technology at Sport Wales. They are responsible for making sure Sport Wales staff have the right technological equipment and tools to do their jobs effectively, keeping the equipment in good working order and helping staff understand how to use the equipment effectively.

### Typical career pathway:

Service Desk  
Technician

Service Desk  
Manager

Technical Lead

ICT Manager

### Qualifications:

#### Entry Level:

GCSEs including Maths and English and IT

#### To progress:

Relevant IT experience/  
undergraduate degree in Computer  
Sciences or similar

Salary Range: **£24,000 – £50,000**

Possible upward progression to Assistant Director of Business Services - £61,000 - £65,000



» Corporate Governance



# CORPORATE GOVERNANCE

The Corporate Governance team makes sure that everything Sport Wales is doing is in line with the laws and regulations set by Welsh Government.

## Typical career pathway:

Corporate  
Governance  
Officer

Corporate  
Governance  
Senior Officer

Corporate  
Governance  
Lead

## Qualifications:

### Entry Level:

GCSEs including Maths and English

### To progress:

Relevant degree/relevant experience

Salary Range: **£26,000 – £50,000**

Possible upward progression to Assistant Director of Business Services - £61,000 - £65,000





# RELATIONSHIP MANAGEMENT



Relationship Management



# RELATIONSHIP MANAGEMENT

The Relationship Management team is all about supporting others to make sport happen. They work closely with lots of different organisations to help them make sport fun, inclusive, safe and enjoyable.

## Typical career pathway:

Relationship  
Officer

Relationship  
Manager

Head of  
Relationship  
Management

## Qualifications:

### Entry Level:

GCSEs including Maths and English

Relevant relationship  
management/leadership  
experience

### To progress:

Evidence of continuous  
professional development

Salary Range: **£32,000 – £50,000**



# GOVERNANCE





Governance



# GOVERNANCE

The Governance team make sure that Sport Wales is investing government and lottery money into organisations that meet standards we set. These standards are there to make sure everyone involved in sport is safe and treated fairly and that they aren't breaking any sporting rules. They support organisations to develop these areas to help them be the best they can be.

## Typical career pathway:



## Qualifications:

### Entry Level:

GCSEs including Maths and English

### To progress:

Relevant undergraduate degree/relevant experience

Salary Range: **£24,000 – £60,000**



# PARTNER AND SERVICE DEVELOPMENT



Partner and Service Development



## PARTNER AND SERVICE DEVELOPMENT

The Partner and Service Development team work with lots of different organisations to create sporting opportunities for people of all ages and backgrounds and is broken down into three areas – Education, Health and Service Development.

They work with organisations like the Welsh Government to make sure that sport is always included in learning plans and with teachers and schools to make sure they have everything they need to promote physical activity in a fun and engaging way for pupils. They look at ways that sport can help to provide good physical and mental health benefits. And they are always looking for ways to ensure that people can easily access Sport Wales' services.

### Typical career pathway:



### Qualifications:

#### Entry Level:

GCSEs including Maths and English

Relevant experience

#### To progress:

Relevant undergraduate degree, professional qualification or relevant experience

Salary Range: **£36,000 – £60,000**



# INVESTMENTS





Investments

# INVESTMENTS

The investments team supports clubs and organisations to apply for funding. Sport Wales gives out millions of pounds every year to help with coach development, buying equipment or improving facilities. The investments team makes sure that people feel listened to and that local community groups are able to get the support they need to make sport happen.

## Typical career pathway:

Investments  
Officer

Senior  
Investments  
Officer

Investments  
Manager

## Qualifications:

### Entry Level:

GCSEs including Maths and English

Customer Service experience

### To progress:

Relevant undergraduate  
degree or relevant experience

Salary Range: **£24,000 – £50,000**

Possible upward progression to Assistant Director of Insight, Policy & Public Affairs - £61,000 - £65,000



# INSIGHT, POLICY & PUBLIC AFFAIRS



Insight, Policy & Public Affairs



## INSIGHT, POLICY & PUBLIC AFFAIRS

### Insight

The Insight team collects information about sport in Wales. They do lots of different types of research and figure out why people like sports and what stops them taking part. Then they share what they find with everyone, including those who make key decisions about sport in Wales, so we can all make Wales a more active and healthy place.

### Typical career pathway:



### Qualifications:

#### Entry Level:

GCSEs including Maths, English and Science

A levels

Undergraduate degree that includes research

Salary Range: **£32,000 – £50,000**

Possible upward progression to Assistant Director of Insight, Policy & Public Affairs - £61,000 - £65,000



Insight, Policy & Public Affairs



## INSIGHT, POLICY & PUBLIC AFFAIRS

### Policy & Public Affairs

The Policy & Public Affairs team provide Welsh Government with advice on sporting matters in Wales. Their main aim is to highlight the positive impact sport plays in all areas of political interest.

### Typical career pathway:



### Qualifications:

#### Entry Level:

GCSEs including Maths, English and Science

A levels

Undergraduate degree that includes research

Salary Range: **£32,000 – £50,000**

Possible upward progression to Assistant Director of Insight, Policy & Public Affairs - £61,000 - £65,000





# COMMUNICATIONS



Communications



# COMMUNICATIONS

The Communications team are responsible for figuring out the best way to share Sport Wales' all important messages with the nation to ensure those messages reach as many people and have as big an impact as possible. They play an important role in bringing the organisation's mission to life by telling the stories of how sport benefits and transform people's lives.

## Typical career pathway:

Communications  
Assistant

Communications  
Officer

Communications  
Manager with  
specialism

Assistant Director of  
Communications

## Qualifications:

### Entry Level:

GCSEs including Maths and English

### To progress:

Undergraduate degree/relevant experience

Salary Range: **£24,000 – £65,000**



# APPRENTICESHIPS AND GRADUATE SCHEMES



Apprenticeships and Graduate Schemes



# APPRENTICESHIPS AND GRADUATE SCHEMES

At Sport Wales we also recognise that people from different backgrounds and experiences may face barriers to getting the qualifications they need to get into the jobs they really want. And we don't think that's fair. So, we've created some opportunities for the people who may face those barriers to get their qualifications while working with us.

## DIGITAL APPRENTICESHIPS

Our Digital Apprentices study one day a week at university and work for the other four days at Sport Wales, applying what they have learned in their studies at work. Working as a Digital Apprentice can involve a variety of tasks such as helping people fix IT issues or creating digital content like building websites. During the three-year apprenticeship, our apprentices are paid a full-time salary and at the end of the three years, they will graduate from university with an undergraduate degree in Applied Software Engineering.

## INSTITUTE GRADUATE SCHEME

The Institute also offers a graduate scheme to people who have done a Sport Science undergraduate degree and would like to do a specialist master's degree. They study two days a week at university and work for the other three days at Sport Wales, applying what they have learned in their studies at work through supporting different projects. During the two-year graduate scheme, our graduates are paid a full-time salary and at the end of the two years, they will graduate from university with a master's degree in their specialist subject.



Salary Range: **£24,000 – £27,000**



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