

Job Description

Post:	Sport Coordinator
Grade:	Grade 3
Hours:	1,500 per annum
Responsible to:	Sports Development Coordinator
Responsible for:	None
Accountable to:	The democratic decision-making processes of the organisation, in line with the Constitution.

Post Holder	VACANT	JD last reviewed	March 2015
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Purpose of Post:

To assist with the delivery and administration and ongoing development of University Sport Activation programmes with the aim of increasing participation amongst identified demographics.

This post is subject to the availability of external funding without which the purpose of employment does not exist.

Duties and Responsibilities:

- To support the Sports Development Project Coordinator in the delivery of opportunities for new participants
- To take responsibility for delivery and engagement for one of the target groups (e.g. Disability Sports / Health and Wellbeing referrals / New intake students)
- Provide sports coaching, sports sessions, training, multi sports sessions and social competitive sports through direct delivery, external sourcing or student volunteers.
- To assist with the development and promotion of the targeted sports development programme through the design, production and distribution of promotional materials and media.

- To promote and enforce policies and procedures in order to maintain a safe playing environment for sport; ensuring all activities have risk assessments, codes of practice, suitable qualified coaches/instructors/referees and insurance cover.
- Take responsibility for sharing the sporting pathway with students and other stakeholders and contribute to the ongoing development of the offer.
- To assist in assessing the overall demand and determining the provision with available resources for new project strands.
- Develop excellent working relationships with all key partners and stakeholders in order to develop, deliver and sustain the project.
- Support the development of mechanisms which will allow the broadening of the offer.
- Embed the project within the referral routes of the University Student Support Services.
- Embed the project within the delivery of University staff and students (RAs) with responsibility for University managed Halls accommodation.
- Liaise with the University Student Support departments to ensure the programme meets the expectations of its students/staff.
- Develop feedback mechanisms with key stakeholders, including students, to develop delivery models based upon what works.
- Be responsible for the preparation and delivery of the sports sessions as required by the project.
- To assist in gathering information to contribute towards surveys as necessary.
- Achieve key targets as set by the Sport Development Project Coordinator.
- To carry out such duties associated with the grade as may be determined by the Sports and Societies Development Manager or the Director (Senior) of Membership Development

General:

- To understand and uphold the Vision, Mission and Values of the organisation and ensure that these guide and inform the work and conduct of the post holder. UPSU has a democratic decision-making process and the post holder must always respect this when carrying out his/her duties
- To keep UPSU's strategic plan in mind at all times, aligning all work efforts with the plan
- To be knowledgeable of the UPSU Constitution and Bye-Laws, as they apply to this post, including any legal requirements.
- To work in accordance with all UPSU policies and procedures, including Health and Safety, Staffing Protocols, Financial Procedures and the UPSU Equal Opportunities Policy
- To work in accordance with UPSU's Environmental Policy, contributing to UPSU's Green Impact Award (accredited through NUS) in line with recommendations made by the Green Champions Group
- To undertake duties from time to time as requested by the Union Management that may be reasonably considered within the scope of the post
- To attend from time to time, as required, meetings as necessary to meet the requirements of the post

to transform lives through experience

- To attend all Staff Development Days and training as required. Flexibility in working hours may be required to accommodate this
- To contribute to the positive image of the Union with students, the University, stakeholders and the local community.
- To be flexible and adaptable in a changing environment, the role holder may be assigned to other areas of the Students' Union to meet the needs of the service. This will in turn provide development opportunities in which to broaden experience

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Person Specification

Sport Coordinator			
Criteria	Essential	Desirable	Assessment
Education	<ol style="list-style-type: none"> 1. Leisure /coaching related qualifications at National Governing body level in a number of sports 2. First aid 	<ol style="list-style-type: none"> 1. Community sport leader's award 	Application Form / Interview
Experience	<ol style="list-style-type: none"> 3. Significant experience of coaching and teaching 4. Experience of organising and delivering activities and coaching sports sessions 5. Experience of developing and delivering participation-led programmes 	<ol style="list-style-type: none"> 2. Experience of coaching and teaching students 3. Experience of working as part of a targeted activity programme (e.g. for people with disabilities / health and well-being projects) 	Application Form / Interview
Knowledge	<ol style="list-style-type: none"> 6. Knowledge of relevant coaching and sports development 	<ol style="list-style-type: none"> 4. Knowledge of the barriers which prevent participation in sport and experience of increasing engagement 	Interview
Skills	<ol style="list-style-type: none"> 7. Excellent communication skills 8. Excellent organisation skills 9. Ability to lead groups of people in a sport related setting 10. Ability to form partnerships 11. Ability to maximise opportunities and make effective use of resources 	<ol style="list-style-type: none"> 5. Good presentation and delivery skills 6. Good IT Skills 7. Able to complete risk assessments 8. Health & Safety training 	Interview
Personal Qualities	<ol style="list-style-type: none"> 12. Highly motivated with a drive to motivate others 		Interview
Availability	<ol style="list-style-type: none"> 13. Able to work normal office hours, all year round (usually around 9-5). Flexibility will be required 14. Able to work some evenings and weekends if required 		Interview