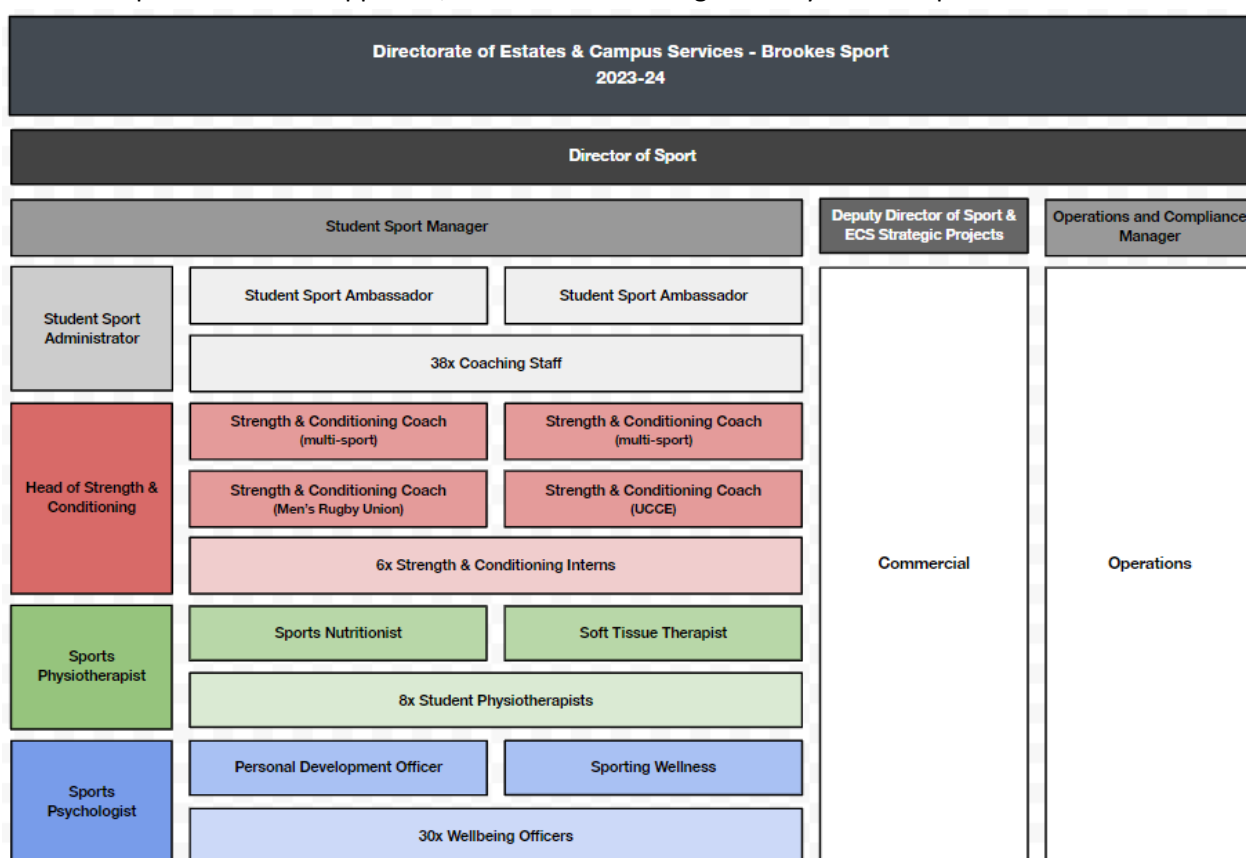


## Introduction

We are committed to building an inclusive and supportive environment at Oxford Brookes. As part of this, an [independent review](#) of behaviour and culture within Brookes Sport was commissioned by the University in 2021. This was commissioned to ensure that policies and practices within Brookes Sport - including all clubs - promote the culture, behaviours and values the University expects of its students.

The aim of [Brookes Sport](#) is to create an environment where teams and individuals are supported to succeed, and maintain our national BUCS ranking (31st-37th place). All official Brookes Sport sports clubs are registered under the [TEAMBrookes](#) banner. TEAMBrookes encapsulates 35+ affiliated sports clubs, with in excess of 2,200 student members.

TEAMBrookes sports clubs are supported, administered and regulated by student-sport staff:



We are seeking a highly motivated and resourceful individual to join our team as a Student Sport Administrator. The successful candidate should have a passion for sport, desire to support and develop student-athletes, and a thorough approach to administration processes.

They should be able to work independently and as part of a wider team, as well as possessing excellent customer service skills and an understanding of secure data handling and processes. The ability to adopt different IT systems alongside strong attention to detail and the ability to work to deadlines is required. The successful candidate must possess excellent organisational, time-management and interpersonal skills and ideally have knowledge of the BUCS sporting offer. Additionally, candidates will need to be flexible in their approach to their working week, noting that some evening and weekend work will at times be required.

The position is offered on a casual contract for ~£11,000; 24 hours per week, 10:00-16:00, Monday-Thursday, for 28x weeks in total; [Brookes Calendar](#) weeks -2 to 12 (semester 1) and weeks 0 to 12 (semester 2).

Date: 15/08/2023

Approved By: Marcus O'Dowda-Boswell, Student Sport Manager

## **Main Duties & Responsibilities**

### **Role purpose:**

To support the delivery of the BUCS (British Universities and Colleges Sport) programme for the University, with the aim of maximising the student experience and the quality and value for money of delivery. Liaising with internal and external stakeholders including other institutions, BUCS central office, facility providers, and students among others.

### **1) Student-Sport Administration**

#### **Fixture Management**

- Maintaining and updating the weekly BUCS fixture spreadsheets.
- Ensure timely interventions around BUCS fixture arrangements, travel requirements, booking and confirming BUCS match venues and officials as appropriate.
- To assist in booking appropriate facilities to accommodate fixture commitments.
- To assist in booking cost-effective transport, and accommodation as required, to facilitate our teams at *away* fixtures and competitions.
- Ensure Team Captains have appropriate destination information for BUCS *away* fixtures and competitions.
- Liaise with Clubs to ensure Match Officials are available and paid as required.
- Collating and inputting all BUCS results as appropriate to required University & BUCS timescales.
- Maintain efficient dialogue with other Universities' 'Institution Administrators' with regard to all fixtures to ensure TEAMBrookes performance is not disadvantaged.

#### **Internal and external communication**

- Monitor the BUCS website and other communications to ensure up to date knowledge of BUCS events.
- Ensure thorough communication with clubs and students around entry processes and deadlines for BUCS events through the planning and delivery of captains' training, coach inductions and other coach and club related training as required.
- Maintain an active knowledge of general and sport-specific regulations to ensure compliance with BUCS requirements.
- To assist in ensuring BUCS and any NGB-related payments are processed within required timescales.
- To assist in processing all BUCS, EUSA and FISU entries.
- Maintain a dialogue with the BUCS Office and regional meetings as required.
- Support the BUCS Office with information relating to appeals and disciplinaries as required.

### **2) Other Duties**

- Work with Brookes Sport colleagues to enhance the TEAMBrookes student-sport experience.
- To contribute towards education, training and research initiatives.
- To update TEAMBrookes student-sport staff via team briefings and updates on business undertaken and developments proposed.
- To support a collaborative team-working environment.
- Any other duties as agreed with the Student Sport Manager.

## Role Description

### **Student Sport Administrator**

#### **3) Contract**

- [£16.15](#) per hour; 24 hours per week (10:00-16:00, Monday-Thursday), ~£11,000.
- 28x weeks in total; [Brookes Calendar](#) weeks -2 to 12 (semester 1) and weeks 0 to 12 (semester 2).
- Principal location of work is the Centre for Sport, Headington campus, with opportunities for hybrid working.

To discuss further or to express your interest in the role, please send a copy of your CV and a Cover Letter to the Student Sport Manager, Marcus O'Dowda-Boswell - [MBoswell@Brookes.ac.uk](mailto:MBoswell@Brookes.ac.uk). Deadline for receipt is 12-noon on Tuesday 22 August.