

Sport Development Coordinator

Job Description

Organisation	University of Strathclyde Students' Association		
Department	Sports Union	FTE	1.0 (35 hours/week)
Reports To	Sport Manager	Grade	5
Salary	£24,285 - £27,131	Contract Type	Fixed term – 22 months

Job Purpose

Coordinate effective delivery of the sport participation work stream within the wider University of Strathclyde sport programme, including the entry level StrathActive offer, sport workforce opportunities and club development framework. Develop strong relationships between the Sports Union and campus partners to create and promote a safe participation culture across the University, supporting an environment of wellbeing in which all students can get involved in physical activity.

Main Responsibilities

1. Coordinate, develop and evaluate the multi-partner StrathActive social sport programme, ensuring a full plan of activities that engage, widen and increase participation opportunities for students and staff communities at the University of Strathclyde.
2. Recruit and line manage a network of paid and/or volunteer sport activators deployed across StrathActive programme sessions and events.
3. Coordinate the communication and marketing of the sport participation offer including content for internal channels and wider media related opportunities where relevant. Engage and collaborate with academic faculties and professional service directorates within the University to broaden awareness of sport participation opportunities and maximise student engagement.
4. Support sports clubs and committee groups to grow their participation offer and develop sustainable club environments aimed at increasing membership by advising on and delivering detailed action plans that are aligned to Sports Union, University and National Governing Body frameworks.
5. Work closely with the Sport Coordinator team to support the health and safety management of sports club operations, taking specific responsibility for the upkeep of all sport activity risk assessments, monitoring of

	trip registration forms and oversight of allocated insurance schedules. Undertake aspects of complaints handling and investigations within work stream for delegated decision making.
6.	Proactively support the organisation and delivery of student led events and outdoor recreation trips by working closely with committee groups, event organisers and insurance brokers to ensure risk assessments are approved and public liability insurance is secured.
7.	Contribute to the organising of the Sports Union health, wellbeing, and social responsibility output by working in consultation with staff in other departments to ensure quality and innovative programmes and campaigns are in place. Design and deliver training on relevant themes.
8.	Support and develop partnership working with a range of internal partners (most notably Strathclyde Sport and Strath Union) to integrate physical and mental health referral systems with the sport programme and participation opportunities.
9.	Support line manager to design and develop a sport volunteer framework and recognition system that raises the profile of student volunteering and employability skills for students operating across the sport programme. Work in partnership with other internal staff and the Strath Union opportunities team to establish an integrated approach to volunteer management and training provision.
10.	Support, develop and facilitate a mechanism by which student sport volunteers can be deployed to community engagement opportunities across a range of partner organisations, including schools, local authority, national governing body programmes.
11.	Maintain a broad understanding of coaching and officiating requirements for sport programme activities and facilitate the prospect base and pipeline of student workforce by identifying student development opportunities (e.g. coach education). Facilitate relevant funding requests and oversee grant agreements to ensure maximum impact against wider sport programme objectives.
12.	Ensure effective working relationships and communication channels are maintained with all relevant student communities, volunteers, staff members and key partners that are integral to the success of the department.
13.	Help deal with and respond to routine enquiries from students or sports club members, providing high standards of customer care.
14.	Support the culture and operating practices within the Sports Union office, operating in accordance with Strath Union and University of Strathclyde policies and guidelines at all times.
15.	Undertake any other tasks commensurate with the level of appointment that may from time to time be reasonably requested, such as attend evening meetings relating to Sports Union business.

Dimensions

•	Role involves independent working and networking, administrative tasks, and supervision of casual staff/volunteers.
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•	Work closely with other members of staff on a daily basis, dealing with front-line enquiries to provide a welcoming environment and excellent customer experience.
•	Adopt a flexible approach to work hours, including evening and weekend working often at short notice.
•	50 sports clubs supported; approximately 23,000 students communicated with; multiple Sports Union committees and University working groups directly supported.

Planning & Organising

•	Planning and prioritising own work activities on a weekly basis. Meet regularly with line manager to agree priorities (monthly) and to find better ways of working.
•	Planning for the sport programme is done in the summer period in advance of the season.
•	Plan, organise and support a wide scope of events, including the varsity series and recreational sport pop-up events.
•	Plan and coordinate workshops and training support for student volunteers, to ensure they have the necessary knowledge and skills to undertake leadership roles in sport programme activities.
•	Remaining flexible to unexpected events, non-regular workload is generated through activities of student representatives within the Sports Union, or under direction from the Executive Committee.

Decision Making

•	All proposals made require the authority of line manager to receive funding or enactment.
•	Day to day financial authority to approve expenditure within guidelines governed by the Associations' Financial Procedures Manual.
•	Ensuring all policies and procedures are followed, and in the most cost effective and efficient manner.

Relationships

Internal	Sport Manager, Sport Coordinator team, Vice President Sport sabbatical officer, Sports Executive Committee, Sports Club volunteers, other Strath Union staff and officers
External	University of Strathclyde including Strathclyde Sport, Scottish Student Sport, British Universities & Colleges Sport, National Governing Bodies for Sport

Person Specification

(E = Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D = Desirable)

Educational and/or Professional Qualifications

- E1 HNC/D in a relevant subject area or substantial relevant experience
- D1 National Governing Body sport coaching award (e.g. UKCC or equivalent)
- D2 Possession of a Managing Safely and/or First Aid qualification (or willing to become qualified)

Experience

- E2 Two years' experience working in sport development (paid or voluntary)
- E3 Up to date knowledge of club and coach development opportunities in a comparable working environment
- E4 Experience of recruiting and coordinating volunteers in a sport environment
- E5 Practical experience of planning and delivering sport events
- E6 Experience of financial/budgetary management and control to suit the level of the post
- D3 Experience of operating within a student sport environment

Job Related Skills and Achievements

- E7 Fully competent in the use of Microsoft office suite and familiar with the use of modern office IT systems and databases
- E8 Strong focus on the provision of excellent customer service
- E9 In-depth knowledge of British Universities & Colleges Sport and Scottish Student sport structures and understanding of their role in higher education
- E10 Excellent written and oral communication skills, demonstrating an ability to deal with a wide range of people with varying levels of understanding
- E11 Demonstrable ability to be creative and solve problems, with experience of contributing to the development and improvement of systems and procedures
- E12 Strong numeracy skills, demonstrating accuracy and attention to detail
- E13 Proven ability to manage multiple projects coupled with excellent organisational and planning skills to prioritise workload, multi-task and meet deadlines
- D4 A strong understanding of the role of social media in promoting projects and events
- D5 Ability to employ content management systems for websites and CRM systems

Personal Attributes

- E14 Enthusiastic, pro-active, and dynamic person with a passion for sport
- E15 Empathy with students and volunteers and an understanding of their needs
- E16 Ability and willingness to have flexible working hours with frequent evening and weekend work
- E17 Ability to work as a member of a small team player and prepared to support others
- D6 Interest in, knowledge of University sport and physical activity, especially University of Strathclyde

Job Context & Special Features

Students Unions are a specialist area where the Student Executive Committee are elected annually and as a result, presents various opportunities.

The post holder will be a member of staff who will at all times be expected to portray a positive image of the Union, both internally and externally and to set high standards of personal integrity and professionalism, leading by example.

Other Information

Probation

The successful applicant will be required to serve a 6 month probationary period.

Pension

The successful applicant will be eligible to join the Strath Union workplace pension scheme.

Equality & Diversity

We value diversity and welcome applications from all sections of the community. We particularly welcome applications from applicants with disabilities, from ethnic minority backgrounds, and those with diverse sexualities or marginalised gender identities as these groups are underrepresented.

Salary

It is expected the successful candidate will be made at the salary entry level of Grade 5 on the University's grading structure. Increments are paid to staff on an annual basis, when the employee has a minimum months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Hours of Work

The normal working week is 35 hours. The normal working hours are between 9am to 5pm Monday to Friday with 1hour worth of break time to be taken throughout the day. Frequent evening and weekend working outside normal office will be required during term to meet organisational needs, which time off in lieu will be granted.

Holidays

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. In addition to annual leave there is an entitlement to 11 public holidays per year which should be taken on days that the Students' Association is closed for this purpose.

Application Procedure

Applicants should submit a CV and Cover Letter detailing the knowledge, skills, and experience you think make you the right candidate. Applicants should also include the name of two referees who may be contacted before interview without further permission, unless you indicate that you would prefer otherwise.

All applications should be submitted at <https://hr.breathehr.com/v/sport-development-coordinator-25170> by 5pm on 31st August 2022.

If you have any issues regarding your application, please contact Abby Irvine abby.irvine@strath.ac.uk