

Post: Sports Co-ordinator

Department: Activities Department

Responsible to: Activities Manager

Hours of Work: 35 hours per week, normally 9am to 5pm Monday to Friday. The post holder will be required at times to work flexibly to meet organisational need.

Pay: AP2 (currently £20,524)

This is initially a fixed term contract until May 2020.

Purpose: The purpose of this post is to enhance the student experience at GCU through the development of sports clubs.

1. Sports Clubs

- a) To support the development of new and existing sports clubs, increase their inclusivity and increase membership levels.
- b) Develop and deliver an annual training programme for sports club volunteers.
- c) Build relationships with sports clubs to assist in raising their profile, ensuring that they are able to make use of the website, social media, emails, fayres and other promotional techniques.
- d) To monitor and support sports clubs in the co-ordination of their own activities including event organisation (ensuring events are safe and inclusive), transport hire, promotion, memberships numbers, fundraising and ensuring that all Students' Association policies and procedures are followed.
- e) The co-ordination and booking of sports facilities.
- f) To co-ordinate the administration of all sports clubs competitions, including BUCS and SSS.
- g) To support sports clubs during the annual handover period, including facilitating elections.
- h) To work with the Full Time Officer (policy lead) and Chair of Sports Council in the support and development of Sports Council.
- i) To coordinate research into the potential growth and development of sports clubs, making recommendations to Sports Council and the Full Time Officer lead.
- j) Develop a record keeping system which highlights the outcomes and impact of sports clubs and the difference volunteers make and produce reports and case studies.
- k) Develop a culture of personal development amongst sports club volunteers and actively promote involvement in the Student Leaders Programme.
- l) Build contacts and networks across GCU and the sector.
- m) To be responsible for the safe storage of sports clubs property, co-ordinating annual audits as necessary.
- n) To lead the annual celebration event for sports members working closely with the Activities Manager, Sports Council and Full Time Officer lead on its delivery.
- o) To ensure that the Sports Council manages their budget allocation correctly.
- p) When required, to assist in all aspects of organisational governance, specially supporting Student Voice Sub Committees through arranging meetings, setting and distributing agendas and paperwork and recording minutes.

2. Transport

- a) To be responsible for the hiring of vehicles for Students' Association activities and that these vehicles are insured and comply with statutory requirements.
- b) Develop and maintain a system for student groups to book vehicles (including hire drives), storing keys and keeping a log of all journeys made.
- c) Co-ordinating vehicle driver training for all new drivers and maintain a list of all those who complete the training.
- d) Provide advice in relation to transport legislation.

3. General

- a) As the post will require handling, processing and recording of restricted information, strict confidentiality is required to be maintained at all times.
- b) To be responsible for all administration required within the post.
- c) To deliver and develop targets outlined in the Strategic Plan.
- d) To support programmes and projects run within the Department and wider Students' Association projects such as elections, accreditations, community engagement, annual award and recognition events, Full Time Officer induction, volunteer training conference and freshers.
- e) To fulfil any other reasonable duties in relation to your work as deemed necessary by the Activities Manager or Chief Executive.
- f) To update the Association website as and when necessary.
- g) To comply with the Health and Safety Policy in relation to your own safety and that of any other employee, student or visitor.
- h) To adhere to all Students' Association policies including HR, Disciplinary, Health and Safety, Finance or with any other Students' Association Policy passed at Caledonian Student Voice.
- i) To attend any meetings as and when requested and produce reports as required.
- j) To work within the values of the organisation and respect the democratic structure and nature of the Students' Association.
- k) To portray the Students' Association in a positive, proactive and professional manner.
- l) To undertake personal and professional development activities as agreed by the Chief Executive.

Responsible to:

- The Activities Manager for HR and line management.
- The Executive Committee and Trustee Board for policy and strategy.

Person Specification: Sports Co-ordinator	E	D	Tested By
QUALIFICATIONS			
Good general education, English at least to Higher or A-Level or equivalent	✓		AF/E
KNOWLEDGE AND EXPERIENCE			
Experience of being a volunteer in a membership-led or volunteering organisation	✓		AF/I
General knowledge of and enthusiasm for sports activities	✓		AF/I
Experience of delivering training	✓		AF/I
Experience of project work	✓		AF/I
Computer literate in Microsoft Office Suite (Outlook, Word, Powerpoint and Excel)	✓		AF/I
Experience of supporting sports clubs or volunteers		✓	AF/I
Experience of organising events		✓	AF/I
Experience of conducting basic research		✓	AF/I
Experience in risk assessing or reviewing risk assessments		✓	AF/I
SKILLS AND ABILITIES			
Ability to work with minimum supervision in a busy environment to meet deadlines	✓		AF/I
Student (member, client or customer) focused	✓		AF/I
Excellent people skills	✓		AF/I
Ability to use your own initiative	✓		AF/I
Adaptable and flexible in modifying work in order to achieve the best results	✓		AF/I
Excellent verbal and written communications to a wide range of people	✓		AF/I
Pays attention to detail and produces work to a high standard	✓		AF/I
Understanding and commitment to equality and diversity	✓		AF/I
Desire to work within a democratic student led environment	✓		AF/I

AF Application Form
I Interview
T Test
E Evidence
P Presentation

February 2019