



JOB DESCRIPTION

JOB TITLE:	SPORTS COORDINATOR
RESPONSIBLE TO:	Head of Opportunities
SALARY:	Undeb Aber Coordinator Grade
HOURS:	Full-time, annualised hours (36.5 hours per week), to be worked flexibly in negotiation with line manager
DATE OF WRITING:	3 rd September 2019

PURPOSE OF ROLE

To promote student participation in sporting activities, including local, regional and national competition, for the purposes of growing shared interest communities, promoting a healthy student lifestyle and providing valuable extra-curricular opportunities for members.

DUTIES AND RESPONSIBILITIES

1. Student Groups

- To provide students with the opportunity to create and join sports-related shared-interest student groups
- To support the setting up and maintenance of shared-interest student groups
- Working with colleagues, to promote student group opportunities throughout the membership, in particular at key times of year, such as induction and refreshers
- To ensure all sports-related student groups operate in line with Undeb Aber policies and values, including specifically health and safety provision
- To ensure appropriate insurances are held and related processes and policies followed to protect Undeb Aber and members in relation to student groups' activities
- To keep and maintain an effective database of membership, reporting on levels of participation
- To work with AU colleagues in facilities management to provide access to facilities required for student groups activities

2. BUCS & Competitive Sport

- To be the lead staff facilitator of local, regional and national competitive sports participation, including particularly BUCS events
- Working with AU colleagues and other partners, ensure provision of appropriate sporting facilities to host 'home' games/matches
- Work with BUCS colleagues to ensure effective and efficient management of Undeb Aber resources
- To liaise with and attend BUCS (and other) networking and influencing forums

3. Leadership Training & Development

- To promote volunteer student group leadership opportunities as beneficial for career and student experience
- To support sports groups to elect their committee membership as per Undeb Aber policies
- To develop and deliver, with key colleagues, an annual scheme of student group leader training to equip leaders with the skills and resources necessary to do a great job for their groups
- To support relevant elected officers to represent sports/activities students

4. Student Community Engagement

- To promote the principle of student community engagement throughout the department's activities, noting the value established by a sense of belonging.
- To develop the Undeb Aber commitment to volunteering to include student group leaders.
- To support major student community events such as Aber7's and Super Teams, working with other departments as appropriate.

5. Other Duties:

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote Undeb Aber's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of Undeb Aber.
- To be an advocate for Undeb Aber and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To contribute to Students' Union publications and informational materials.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections

- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To contribute to Union projects and participate in working groups
- To demonstrate Students' Union behaviours & standards in daily working life

Changes to Job Description

This job description may be subject to modification or amendment at any time following consultation with the post holder.

This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.

PERSON SPECIFICATION – SPORTS COORDINATOR

CRITERIA	Requirement	Application	Interview Day
QUALIFICATIONS			
Good general education, typically to A level equivalent	Essential	√	
EXPERIENCE			
Experience of building positive relationships with key stakeholders	Essential	√	√
Experience of developing, organising or managing events and/or projects	Essential	√	√
Experience of working within a fixed budget	Essential	√	
Experience of helping shared interest groups to be successful	Essential	√	√
Experience of playing a leading role in a shared interest group, society or club	Desirable	√	
Experience of working in a member led organisation	Desirable	√	
Experience of developing or delivering training or group development work	Desirable	√	
Experience of dealing with questions and queries from customers, guests or visitors who at times may be unhappy	Desirable		√
KNOWLEDGE			
IT competent with proficiency in the use of Excel and a working understanding of Microsoft Outlook and Word	Essential	√	
Knowledge of good practice in a positive health and safety culture	Desirable	√	
ATTRIBUTES & SKILLS			
Ability to promote a positive image of Undeb Aber	Essential		√
The ability to work effectively in a team and own initiative	Essential	√	√
Self-motivated with a 'can do' attitude with the ability to take the initiative to identify tasks and to prioritise own work	Essential	√	√
Friendly and approachable manner	Essential		√
Calm disposition especially under pressure and able to overcome challenges or problems in a constructive manner	Essential		√
Strong numerical skills	Essential	√	
Understanding and commitment to promoting equality and diversity and inclusive practices	Essential	√	√
Commitment to upholding the Students' Union values	Essential	√	√
Ability to communicate through the medium of Welsh	Desirable	√	√