



**UNIVERSITY OF LINCOLN STUDENTS' UNION
JOB DESCRIPTION**

JOB TITLE: Activities Manager	DEPARTMENT: Membership Services
LOCATION: Students' Union	REPORTS TO: Head of HR and Operations
SALARY: Starting at £26,274 per annum. 37 hours per week. Permanent	DATE: July 2016

Context	<p>The Students' Union is an independent body which exists to support students in both their academic and non-academic experiences whilst studying at the University of Lincoln. We achieve this by working closely with the University and local community.</p> <p>Our five Student leaders are elected by the student body, and supported by professional staff with expertise to deliver services and represent student needs, to enhance the experience of all students at the University of Lincoln.</p>
Job Purpose	<p>The post holder will manage the delivery and development of the Activities Department, with the aim of widening participation, performance and engagement of the student membership in line with the Union's Strategy and the University's Sports Strategic vision. This includes the embedment of a coherent and robust support programme which provides opportunities for sports and societies whilst supporting the Vice President Activities in their duties of leading the area.</p>

KEY RESPONSIBILITIES

<i>Key Responsibility 1</i>
<p>Development and Support of Student led Sports Clubs and Societies</p> <p>Oversee the delivery of the British Universities and Colleges Sports (BUCS) and Competitive sports programmes for clubs, ensuring a coherent and innovative programme is delivered to enhance performance of clubs.</p> <p>Oversee the delivery of tailor-made support programmes for sports and societies, ensuring their needs are met.</p> <p>Be responsible for the provision of sustainable sport and activity delivery within the Students' Union.</p> <p>Be responsible for the provision of all training for all sports & societies.</p> <p>Develop, implement, and review BUCS training for sports competing in BUCS competitions</p>



Support clubs and societies to be sustainable. Provide guidance on getting sponsorship, support them in making requests for bursaries or external funding applications, making development fund requests and in the BUCS funding process for teams and individuals.

Manage the appropriate use of the Activities Dashboard by Activities; providing them with effective training, guidance and support in their use of the tool. Involve activity feedback in its future development.

To provide continuous support to clubs and societies by coordinating Drop Ins where they can receive personalised support.

In liaison with the Marketing and Comms department, oversee the activities page of the website, ensuring that the content meets the target audience.

Manage the use of the Activities Dashboard, ensuring a 72 hour turnaround on requests being dealt with.

Key Responsibility 2

Widen participation through the development of new opportunities

Work with the Student Voice & Impact Manager on developing the support for Academic Societies as this exciting theme of our 2016-21 Strategy continues to be developed. Facilitate their input into this development and review progress made in increasing the number of these societies and participation levels.

Be responsible for the development and implementation of our new Intramural Sports Programme for members to engage in, ensuring that the programme is sustainable and meets the needs of members.

Manage the co-ordination of monthly 'Give it a Go' sessions to support in the promotion and engagement of activities.

Responsible for negotiating facilities and pitch hire agreements with the University of Lincoln Sports Centre and with external providers.

To lead on and be responsible for bidding and securing grants from nationally recognised bodies to enhance what the Union can offer to its members and for the development of Activities.

Work in partnership with the University of Lincoln Sports Centre to increase the service provision to members and support in the delivery of the University's Sports Strategy.

Actively seek new opportunities for partnership working with local and national agencies to ensure continuous improvement of the level of support that is provided to members.

Ensure that Sports and Societies are promoted throughout the year, including the promotion of their events and successes through different mediums.

Key Responsibility 3

Project Management

Be responsible for the delivery of the annual sports & societies fayres.

Coordinate the organisation of the Activity Awards annually. Leading on the planning, execution and review of the event and the nomination process.



Lead on the delivery of online elections for all activities. Review this process annually to identify improvements.

Be responsible for the organisation and delivery of Sports and Societies Committees, overseeing the governance of the area and ensure attendees feel they can influence what the Union does.

Manage the organisation of the Varsity annually. Leading on the planning, execution and review of the event.

Support the Vice President Activities in the execution of their campaigns and events throughout the year.

Key Responsibility 4

British Universities College Sport (BUCS)

To develop and provide effective and efficient processes for all sports fixtures and online entries:

Lead the coordination of fixtures, transport, venues, and officials required.

Register and facilitate team and individual entries as approved by the ULSU Board of Trustees through the BUCS website and administration system.

Produce monthly BUCS projections during the BUCS season for the Finance and Participation subcommittees.

Resolve walkovers, and disputes in a favourable way for the Union.

Maintain network links with all external universities (Midlands). Attend BUCS divisional meetings, AGM, development and training sessions.

Develop and implement BUCS rules & regulations training and support for all sports & societies, staff and officers.

Responsible for ensuring accuracy of information on BUCS fixtures live.

Continue to develop and review the BUCS fixtures database including results and disputes.

Ensure all Referee payments are done in accordance with guidance from the Finance Department.

Key Responsibility 5

Departmental Management

To be the budget holder for the department's budget, ensuring all budget requirements are met.

Lead on an Annual review of the Activities department using student feedback and evidence from the membership survey to identify improvements.

Ensure the department communicates in an effective, timely, personal manner. Work with the Marketing Manager to plan and review campaigns and the operational communications of the department.

Develop the policies and procedures of the department to ensure they are clear to student members and robust. Ensure they are followed and review them when needed.



Provide affiliation details for all sports to various external bodies as required, such as, BUCS, Football Association, Rugby Football League, Rugby Football Union, British American Football Association and other organisations as needed and approved by All Members Meeting.

Responsibility for administration of the activities database on the Students Union Management System (SUMS) including overseeing the use of this by staff within the department.

Develop and review materials provided to sports & societies' such as training guides, constitution, code of conduct etc. to ensure they are streamlined.

Responsible for completion of all DBS checks and of all coaching agreement checks within the activities department.

Manage and supervise coaching session plans, and timetables for payroll claims in liaison with the Head of HR and Operations.

Key Responsibility 6

General Duties

Responsible for line managing, supervising and developing staff.

Ensure students who volunteer in activities receive recognition for their time and skills they have developed.

Ensure all policies are implemented and adhered to by the Activities Department and members.

Liaise with the University of Lincoln Sports Centre to ensure that adequate facilities are provided to meet the demands of sports and societies who wish to use them.

Be responsible in sourcing Sports and Societies for University open days in liaison with the Head of HR and Operations.

Represent the Union at appropriate local and regional meetings which can enhance the reputation and effectiveness of the department.

Continuously make recommendations to improve the quality of service provided to members.

To undertake such other additional duties as may be required from time to time within the overall scope of the appointment.

ADDITIONAL INFORMATION

Scope and Dimensions of The Role	<p>Work in a manner that reflects the values of the organisation as shown in the Union's constitution and strategic plan, and in line with Union policies and procedures.</p> <p>Promote a positive image of the University of Lincoln Students' Union at all times.</p> <p>Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy relating to the Data Protection Act 1998.</p> <p>Engage in appropriate training programmes as identified by your line manager.</p> <p>Participate in the staff performance and development review scheme.</p>
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	<p>Actively follow and promote Union policies. Some attendance at meetings outside normal office hours may be required. Maintain confidentiality in respect of all areas of the job responsibilities, and be aware of current policy in relation to the Data Protection Act 1998. To undertake such other additional duties as may be required from time to time, within the overall scope of the appointment as directed by the Senior Management Team or Duty Manager.</p>
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Key Working Relationships Internal	<p>Head of HR and Operations Activities Department Executive Officer Team Sports and Societies Committee Members Volunteer Officers Union SMT Union staff</p>
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External Contacts	<p>University Sports Centre Disclosure and Barring Service LPAC Lincolnshire Sports Partnership University Sport Science Lincolnshire County Council Lincolnshire City Council Lincolnshire North District Council West Lindsey Council Coaching England BUCS All Midlands External Universities Sports Unlimited National Governing Bodies</p>
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**UNIVERSITY OF LINCOLN STUDENTS' UNION
 PERSON SPECIFICATION**

Job Title: Activities Manager

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications: Good general education background (qualified to degree) GCSE or equivalent in English and Mathematics	D E	A A / I
Experience: Significant experience of student sports and societies Experience of supporting a management team Experience of working with key partners & suppliers Experience of co-ordinating and supporting projects across departments Experience of managing staff Experience of delivering training Experience of supporting volunteers Experience of working in a democratic environment Experience of managing data	E E EE E E E D E E	A / I A / I A / I A / I A / I A / I A / I A / I A / I
Skills and Knowledge: Exemplary written and verbal communication skills Strong IT skills, including an advanced level use of Excel, Word, PowerPoint and Outlook Professional presentation of documentation and correspondence Able to manage own workload, time and priorities Project Management Skills	E E E E D	A / I A / I A / I A / I A / I
Competencies & Personal Attributes: Commitment to the delivery of high standards of service Confidentiality and Diplomacy Ability to adapt to changing situations Proven ability in organising Understanding of, and commitment to, Equal Opportunities within the Workplace. Personable and Professional in relationships with others	E E E E E E	A / I / R A / I A / I A / I A / I A / I
Business Requirements: DBS clearance will be required May be required to work the occasional evenings and weekends	E E	A / I A

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.