



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

JOB TITLE: Sports Development Assistant	DEPARTMENT: Membership Services
LOCATION: Students Union	REPORTS TO: Activities Manager
SALARY: Grade 3 (£16, 982 per annum after 1 st August 2017) 37 Hours per week, permanent.	DATE REVIEWED: July 2017

Context	<p>The Students' Union is an independent body affiliated to the National Union of Students and exists to support students in both their academic and non-academic experiences; whilst working closely with the University and local community</p> <p>Student leaders are elected by the student body, and supported by the staff's expertise to deliver services and represent student needs; to enhance the experience of all students at the University of Lincoln.</p>
Job Purpose	<p>To provide administrative and operational support to the Activities Manager in the implementation and development of a Give It A Go (GIAG) Programme which aims to provide a large and diverse range of social sport opportunities to our members.</p> <p>The post holder will support in the administration of the development of Sports Clubs and develop new processes to facilitate the smooth running of student activities and opportunities.</p>

KEY RESPONSIBILITIES

<i>Key Responsibility 1</i>
<p>Development and implementation of a social sports programme through the Give It A Go (GIAG) sessions.</p> <p>Support the delivery of a recreational, social and intramural sports programme ensuring it is inclusive to all members.</p> <p>To support and co-ordinate a range of grass roots level participation based sporting opportunities for members to promote and enhance current provisions. This includes administering the programme, and creating new opportunities to support the development of Sports Clubs.</p> <p>Assist the Activities Manager in developing a comprehensive social sport programme which is monitored for trends and evaluated regularly.</p> <p>Assist and coordinate sports programmes, schedules, classes, facilities, and potential volunteer support.</p> <p>Ensure successful delivery and financial budgeting administration of the programme in liaison with Activities Manager.</p> <p>To support the coordination of all key social sport & active inclusive opportunities and events within the</p>



programme throughout the year.

Work with the Marketing and Comms department in the promotion of initiatives including the GIAG programme including using social media platforms.

To provide support and work with Sports Clubs and Committees to support the expansion and development of the programme.

To work in conjunction with the BUCS Sports Assistant and Societies Assistant on the continued development of the programme for students living on or off campus to promote participation and social engagement across campus.

To actively explore and assist in introducing new casual and social sporting activities across a variety of sports in line with facilities available and explore opportunities off campus to expand on what can be offered to members.

Key Responsibility 2

Supporting, facilitating and developing Student Led Sport to increase participation

To support in the implementation of a Sports Programme, ensuring the support provided to members is facilitative, including liaising with NGB's and the University Sports Centre to source new opportunities.

Plan, do, check and act on the provision of online training for all activities. Be able to support, create and deliver presentations as required.

Support and assist with risk assessments for daily tasks, events and other services offered as and when required in line with Health and Safety policies and good practice.

Implement, monitor and review the Coaching of Teams (COTS) programme available for all Sport Clubs with the BUCS Sports Assistant (BSA).

Use the Activities Dashboard appropriately to support Sports Clubs, providing them with effective training, guidance and support in their use of the tool.

Increase participation in partnership with Sport Lincoln, including working in partnership with the University in liaison with the Activities Manager to organise events and provide further opportunities to encourage members to participate in Healthy and Active Lifestyle campaigns.

Facilitate and co-ordinate National Campaigns including such as Student Minds Mental Health Week.

Increase community engagement by strengthening and developing partnerships with key stakeholders to increase participation in the community.

Ensure all Sports Clubs complete required annual handover documentation.

Support, facilitate and administer Sports Clubs paperwork, including funding applications and event/ trip applications. Ensure all paperwork is completed correctly and filed accordingly.

Facilitate and assist in implementing internal funding opportunities which Sports Clubs can apply for.

Assist in sourcing new funding opportunities for Sports Clubs.

Key Responsibility 3

General Duties & Administration support



To continually develop the partnership with the University of Lincoln, Sports Centre and the School of Sport and Exercise Science in line with the Union's strategy and the University of Lincoln Sports strategy, processes and policies.

To deliver high quality and accessible active activities which are available to the whole student population.

Produce reports and statistics and any other administrative duties required within the scope of the job.

Assist in supporting the Vice President Activities by answering and responding to Activities emails and routine telephone enquiries. Ensuring all enquires are dealt with in a timely, polite and professional manner. within 48 hours.

To provide continuous support to activities through delivering Drop ins where clubs can receive personalised support as required. Answering members queries in a professional and knowledgeable manner.

Attend and minute departmental meetings as and when required and ensure actions are acted upon. Support working groups and meetings, prepare agendas and take minutes where necessary.

Assist the delivery of online elections for all Activities. Participate in reviewing this process annually to identify improvements.

To be able to work with a range of in house systems to answer queries in a timely manner, produce reports and statistics and any other administrative duties required within the scope of the job.

To assist in the planning and delivery of large scale events such as the: annual We Are Lincoln Awards; Fresher's Fayres, Varsity, University Open Days, Healthy Campus and any other events, which require support to meet demands and needs of the Department.

To have a sound understanding and adhere to all internal policies and procedures regarding activities.

Make recommendation as part of continuous improvement to streamline processes and procedures, including the effective usage of the Students' Union Management System (SUMS) to support activities and enhance the service being offered to members including sourcing and promotion of funding opportunities in liaison with the Activities Manager.

Undertake training as and when required as part of Continuous Personal Development.

In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

<p>Scope and Dimensions of The Role</p>	<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. Promote a positive image of the University of Lincoln Students' Union at all times. Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary. 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>
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	<p>Engage in appropriate training programmes as identified by your line manager.</p> <p>Participate in the colleagues' performance and development review scheme.</p> <p>Actively follow and promote Union policies.</p> <p>Some attendance at meetings outside normal office hours may be required.</p> <p>Develop strong relationships with members of the Union's Senior Management Team, their team members and full and part time officers.</p> <p>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 the Commercial Duty Manager.</p>
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Key Working Relationships	<p>Activities Manager</p> <p>Activities Co-Ordinator</p> <p>Activities Department</p> <p>VP Activities</p> <p>Executive Officer Team</p> <p>Sports & Societies Officers</p> <p>Union Senior Manager Team</p> <p>Students' Union colleagues</p>
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External Contacts	<p>University of Lincoln Sports Facility Manager and team</p> <p>National Governing Bodies- Sports</p> <p>Active Lincolnshire</p> <p>Local Authorities</p> <p>Local Businesses</p> <p>Other Universities</p>
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Author	Lorna Cruickshank	Date Published	July 2017
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**UNIVERSITY OF LINCOLN STUDENTS' UNION
PERSON SPECIFICATION**

Job Title: Sports Development Assistant

<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)	D	A
GCSE or equivalent in English and Mathematics	E	A
Relevant IT qualifications	D	A
Experience:		
Previous experience of a student sport activity in a HE environment	E	A/I
Experience of delivering training	D	A/I
Experience in administrative/customer focus role	E	A/I
Experience of working with National Governing Bodies	D	A/I

An understanding of the particularities of working within a democratic organisation	D	A/I
Skills and Knowledge: Good written and verbal communication skills Strong IT skills, including a good knowledge of Excel, Word, Powerpoint, Outlook and social media platforms Professional presentation of documentation and correspondence Ability to provide excellent customer service to a wide demographic. Able to manage own workload, time and priorities in order to meet set targets	E E E E E	A/I A A/I A/I A/I
Competencies & Personal Attributes: Commitment to the delivery of high standards of service Able to maintain a positive approach at all times Confidentiality and Diplomacy Proven ability in organising Commitment to promoting Equal Opportunities. Personable and Professional in relationships with others Flexibility and resilience	E E E E E E	A/I A/I A/I A/I A/I A/I
Business Requirements: DBS clearance will be required May be required to work occasional evenings and weekends	E E	R A/I

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.