

JOB DESCRIPTION

Job title:	Sports Coordinator
Department:	Student Opportunities
Responsible to:	Student Opportunities Manager
Responsible for:	N/A
Salary Scale:	Grade C (points 1-5, £22347 -£25143)
Hours of Work:	Full-time. 35 hours a week. Flexibility will be required
Role Summary:	To provide high level coordination and development support to YSJSU sports strands and activities with a view to increasing levels of participation, performance and enhancing the quality of experience, enhancing individual future and student life. In addition the post holder will also been responsible for the duties and tasks behind hosting and participating in British Universities and Colleges Sport, Community and National Sport Leagues.

DESCRIPTION OF RESPONSIBILITIES AND DUTIES:

1. Operational Management

- To manage the health and safety protocols for all YSJSU Sports Club ensuring activity adheres to legal duties and legislations
- To manage and lead on providing and maintaining a sole transport supplier for the Students' Union
- To manage the responsibilities behind hosting and participating in BUCS and to act as the Universities main contact for all BUCS related enquiries
- To manage the responsibilities behind hosting and participating in a number of local Community and Development Leagues
- To manage provision and organisation of resources, to enable YSJSU Clubs and individuals to undertake their sports successfully

2. Development

- Develop processes, procedures and policies that support Club and individual development
- Conduct research and analysis into current trends for Sports and Activity inside and outside the HE sector
- Maintain an archive of appropriate information to ensure year to year consistency with regards to Sports club and individual development
- Engage in research, funding bids, projects and studies contributing to the development of Student/Club Sport
- Review the performance of Sport Clubs at YSJSU and to act on findings in order to react to changes in trends and to sustain and develop on-going effectiveness
- Produce reports on the overall effectiveness of the Sport Clubs and individuals at YSJSU, highlighting retention and drawing comparisons within the sector to support development
- To assist and in cases lead in the planning and running of sporting events such as Varsity tournaments
- To assist in developing a sporting performance programme, including the management of scholarship administration
- To encourage continuous development and growth of all YSJSU Sports Clubs and Sporting Individuals, providing additional support and resources when required
- To develop Sports Clubs effectively by reviewing their performance against strategy objectives and KPIs
- To remain up to date with Student Sport trends through research and effective networking
- To lead in developing new sports clubs with a view to meet an expressed demand from students and enhance the quality of experience to York St John University students
- To ensure sports clubs set realistic and appropriate budgets, ensuring the cost effectiveness of events and the financial stability of the group
- To Lead in the setting of the Sport Union budget and to oversee the Sport Union budget expenditure ensuring it remains within budget
- To affiliate Sports Clubs to appropriate National Governing Bodies
- To lead on the planning and delivery of training and development of Sport Club Committees, using this as a tool to enhance their employability skills

- To market sport as a vehicle of engagement to prospective students to York St John University e.g. Open Days

3. Communication

- Maximise positive exposure for Sport and Activity at the Students' Union, its students', the University and Wider Community
- To ensure and develop procedures are in place for effective communication to all YSJSU Sports Clubs and Individuals
- To promote both benefits and success of YSJSU Sports Clubs activities and events internally and externally

4. Representation

- Develop a map of key relationships internally and externally and ensuring that those relationships are positively maintained to facilitate development for Sport and Activities and the Student's Union as a whole both regionally and nationally
- Ensure that all Sport Clubs at YSJSU are carrying out Club activity democratically and in line with the Students' Union constitution
- To represent York St John Students' Union on internal and external committee's supporting development and taking subsequent actions forward to enhance the sport and activity landscape

5. Other Duties

- Providing support, advise and training for student representatives involved in the Sports and Societies Zone
- To attend conferences and training events as they arise
- Promoting equality and diversity through Sport and Activity
- To fulfil other duties & work on other projects as directed by the Student Opportunities Manager
- To carry out all duties with full regard to the Students' Union Equal Opportunities Policy
- Ensure that the highest standards of professional performance are maintained
- Promote equal opportunities in the work of the department
- Ensure compliance with relevant legislation and statutory codes of practice, as advices
- Ensure that professional skills are regularly updated through participation in training and development activities
- Ensure all Students' Union policies are implemented within the remit of this post

PERSON SPECIFICATION

Job title: Sports Coordinator

The person specification focuses on the qualifications, experience, knowledge, skills, talents and attitude required to undertake the role effectively.

Requirements	Essential	Desirable
QUALIFICATIONS		
Education to Degree standard or equivalent	x	
Good basic education to GSCE / A Level	x	
EXPERIENCE		
Previous experience of working in a Sports and Activities setting	x	
Experience of working in a democratic environment		x
Analysis, interpretation and reporting on data		x
Knowledge of Sport and Activity particularly in the HE sector	x	
Experience of analysing, designing and implementing effective systems and processes		x
Experience of administrative duties, in particular keeping databases up to date	x	
Knowledge of BUCS	x	
Knowledge and ability to use Microsoft Office	x	
KNOWLEDGE & SKILLS		
Good customer care skills	x	
Excellent Team working skills with a proactive and flexible approach	x	
Excellent organisational and time management skills with the ability to work calmly under pressure	x	
Ability to work on own initiative	x	
Presentation skills		x
Excellent oral and written communication skills	x	
Networking skills		x
Excellent interpersonal skills	x	
Empathy when working with students / young people	x	
Understanding of and commitment to, equality and diversity and the provision and inclusive services	x	
TALENTS & ATTITUDE		
Working together as a team	x	
Approachability	x	
Reliability	x	
Ability to demonstrate a high level of flexibility in working practises	x	
Commitment to Personal Development	x	
Achieving and delivery	x	
Commitment to Equal Opportunities	x	
Commitment to working in democratic environment	x	
Empathy with working with students/ young people	x	
Integrity - Living our values	x	