

The University of Manchester

Job Description

Job Title:	Sport Sabbatical Officer
Grade:	3
Reports to:	Head of Sport and Active Lifestyles
Office:	Sport Division of Residencies & Sport Directorate for the Student Experience
Date:	March 2018

Overall Purpose of the Job

- To contribute to the development and promotion of sport and recreation within the University, through representation of the interests of students who wish to become involved in sporting activities and programmes at the University, whilst assisting with the management and operation of competitive and recreational clubs.
- To promote the value of sport and physical activity, gathering feedback from participants towards overall improvement in all Sport services, and actively integrating competitive and representative club sport.

Key Responsibilities, Accountabilities and Duties

- To provide advice, assistance and training to students on matters of club administration, organisation and development as required and in line with processes agreed with the Head of Sport and Active Lifestyles.
- To represent all students who are involved in sport in the University, including sports scholars/high performance athletes, competitive and recreational club members, intra mural level participants, and recreational users, in the interests of maximising benefits to the individual and to the continual development of sport provision across the University.
- To assist in the promotion of all sporting opportunities and programmes to the students of the University and to external associates, partners and/or markets with use of SPORT Manchester's social media channels
- To co-ordinate the University's involvement in BUCS/National/Regional student sports competitions and sports events, attending events as required.
- To be the student sport representative for the University within BUCS, to maximise communication and the awareness of Sport amongst and on behalf of the University community.
- To assist the Sport Participation Manager and Sport Development Co-ordinators by contributing to the development and integration of clubs and Campus Sport (intra mural) and activities programmes, including volunteer training and development.
- To assist the Performance Sport & Business Development Manager in driving performance levels amongst university clubs.

- To manage the Athletic Union Executives and co-ordinate their required work.
- To plan and manage sporting and social events which contribute to fundraising, uphold tradition or uphold the Universities reputation.
- To obtain feedback from all student user groups regarding the Sport service and liaise with relevant managers regarding implementation of improvements to service.
- To assist sport development staff through advice and presence at relevant meetings in the maintenance and development of partnerships with external clubs and other agencies.
- To assist in the planning and management of the competitive and recreational sports clubs' budgets, in conjunction with the Head of Sport and Active Lifestyles and the relevant Sport Development and Facility management staff.
- To attend and contribute as a member of the SPORT management team.
- To represent Sport at meetings, on committees and at events relevant to aspects of sports development within the postholder's portfolio.
- To maintain confidentiality of information in line with data protection requirements and University Policy.
- To comply with University Health and Safety requirements.
- To undertake such other duties (for the office or more widely in support of enhancing the student experience) as directed by Head of Sport and Active Lifestyles commensurate with the level of responsibility for the role.

Person Specification

Experience, Skills and Competencies

- To be an undergraduate or recent graduate of the University.
- Experience of working in sports club administration: managing others, managing finance and fundraising, and organising sports activities, ideally with experience of participating in sport at University.
- Experience of working in a process driven, team environment, demonstrating an ability to be flexible and provide support for colleagues.
- Good communication skills, demonstrating an ability to deal with a wide range of people and to address large groups.
- Experience of delivering great customer service, being flexible and responsive to customer needs and able to provide information and guidance, whilst maintaining confidentiality.
- Good organisational skills, and able to prioritise work in a busy environment and meet strict deadlines.
- Experience of working in a team environment and able to support colleagues in the delivery of objectives.
- Demonstrate accuracy and attention to detail.
- Demonstrate numeracy skills and the ability to manage a budget.
- The ability to identify problems and resolve issues effectively.
- Good computer skills with experience working with Excel, Word, MS Outlook.
- Demonstrates a commitment to enhancing the student experience, excellent customer service and to the University's values and behaviours.

Desirable Knowledge, Skills and Experience

- An understanding of sport in Higher Education (BUCS) and a general understanding of the structure of sport in the UK.
- A working knowledge of Health and Safety issues relevant to the management of sport and leisure activity.
- A National Governing Body coaching award.
- Health and Safety qualification.
- First Aid at Work qualification.