

UNIVERSITY OF MANCHESTER

Directorate of Sport

Job Description

Post:	Sport Coordinator (3 posts) <i>Coordinating the participation sport programmes</i>
Location:	Coordinator based at Sport Head Office for administration, coaching sessions to be delivered at three main campus sites (City, Victoria and Fallowfield).
Grade:	Casual, £8.47 p/hr
Hours:	Up to 8hrs a week for up to 25 weeks in University term-time
Responsible to:	Recreational Sport Coordinator
Responsible for:	Participation sport workforce
Job Purpose:	Responsible for the effective delivery of the participation sport delivery programme

Main duties of the post

1. To act as the first point of contact for the participation sport delivery team and know when to refer issues/queries on to the Recreational Sport Coordinator.
2. To be on duty at times of the delivery of sessions, as the representative from UoM Sport and to undertake the administrative responsibilities required to maintain the programme.
3. To coordinate and monitor attendance and registrations for participation sport sessions.
4. To assist in the organisation and delivery of the participation sport events working with the Sport Recreational Sport Coordinator and the Campus Sport Coordinators.
5. To assist the Recreational Sport Coordinator with communication relating to the participation sport programmes.
6. To assist the Recreational Sport Coordinator during the participation sport evaluation process.
7. To act as the first point of contact for any participant/coach/official complaints and know when to refer on to the Recreational Sport Coordinator.
8. To assist in creating links between the Athletic Union, Campus Sport, Residences, JCR's, RA's and Participation Sport programmes.
9. To meet with the Recreational Sport Coordinator on a weekly basis (or when needed) to provide an update.
10. To assist the Recreational Sport Coordinator with the Sport Welcome Week preparations and with the post-Welcome week administrative tasks.
11. To undertake any other reasonable duties required of the post as determined by the Recreational Sport Coordinator.

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Person Specification

Post Sport Coordinator

Grade Casual

UoM Sport are looking for people who are outgoing and highly motivated to fill the above post. The person specification below indicates the essential and desirable attributes that an individual must demonstrate to be considered for the post. Please note that applications should be written in way that demonstrates how the applicant meets each of the attributes.

Applicants will be shortlisted if they demonstrate how they meet all of the **essential** attributes. The **desirable** attributes are **not** necessary to be shortlisted, but are considered to be advantageous.

Person Specification

	Person Specification	Essential / Desirable	Method of Assessment
Qualifications			
	Be a current Student at the University of Manchester	Essential	Application
	Relevant level 1 or equivalent Officials qualification	Desirable	Application
	Current First Aid qualification	Desirable	Application
	Relevant coaching qualification	Desirable	Application
Knowledge and Skills and Experience			
	Have experience of how sport is delivered at the University	Essential	Application and Interview
	Experience of being involved in University sport, either as a player, official or volunteer	Desirable	Application and Interview
	Experience of being involved with Participation Sport programmes, either as a player, official or volunteer	Desirable	Application and Interview
	Knowledge of the University campus locations and spaces available for sport/activities	Desirable	Application and Interview
	Ability to plan, organise and manage a range of activities	Essential	Application and Interview
	Be able manage time efficiently	Essential	Application and Interview
	Excellent communication skills, written and verbal	Essential	Application and Interview
	Excellent organisational skills	Essential	Application and Interview
	Effective problem solving skills	Essential	Application and Interview
	Basic IT skills and be confident using emails, databases, Microsoft Word and Excel	Essential	Application and Interview
	Basic knowledge of Health and Safety issues and legislation relating to organised sport	Desirable	Application and Interview
Personal Attributes			
	Highly motivated and committed individual	Essential	Application and Interview
	Be able to work independently or as part of a team	Essential	Application and Interview
	Be able to work under your own initiative	Essential	Application and Interview
	Commitment to excellent customer service and excellent Interpersonal skills	Essential	Application and Interview