

UNIVERSITY OF MANCHESTER
Directorate of Sport
Job Description

Post: Campus Sport League Coordinator (8 posts)
Netball x2, Football x2, Rugby, Basketball, Mixed Hockey, Futsal

Location:

Sugden Sports Centre	Netball (Tuesday evening)
Sugden Sports Centre	Netball (Wednesday evening)
Sugden Sports Centre	Basketball (Friday evening)
Armitage Sports Centre	Rugby (Sunday afternoon tbc)
Wythenshawe Sports Ground	Football (Wednesday afternoon)
Sugden Sports Centre	Futsal (Friday evening)

Directorate of Sport Head Office

Grade: Casual, £8.47 p/hr

Hours: Up to 5hrs a week (depending on the size of the league) for up to 20 weeks in University term-time

Responsible to: Recreational Sport Coordinator

Responsible for: Volunteers/Officials

Job Purpose: Responsible for the effective delivery of the Campus Sport league structure

Main duties of the post

1. To act as the first point of contact for their league and know when to refer issues/queries on to the Recreational Sport Coordinator.
2. To be present at each league fixture date as the representative from Sport and to undertake the administrative responsibilities required to maintain their league.
3. To coordinate umpires/referees for their league.
4. To assist in the organisation and delivery of the Campus Sport Tournaments working with the Recreational Sport Coordinator and the Campus Sport Coordinators.
5. To assist the Recreational Sport Coordinator with communication relating to the league.
6. To assist the Recreational Sport Coordinator during the two Campus Sport Forums and during the league evaluation process.
7. To act as the first point of contact for any player/umpire/referee complaints and know when to refer on to the Recreational Sport Coordinator.
8. To assist in creating links between the Athletic Union, other UoM Sport provision and the Campus Sport Programme.
9. To work with the Recreational Sport Coordinator, the other Campus Sport League Coordinators to plan and deliver the Campus Sport Awards Evening.
10. To meet with the Recreational Sport Coordinator on a weekly basis (or when needed) to provide an update and maintain the online league tables and disciplinary fines/issues.
11. To assist the Recreational Sport Coordinator with the Sport Welcome Fair preparations and with the post-Welcome Fair administrative tasks.
12. To undertake any other reasonable duties required of the post as determined by the Recreational Sport Coordinator.

UNIVERSITY OF MANCHESTER
Directorate of Sport
Person Specification

Post Campus Sport League Coordinator

Grade Casual

UoM Sport are looking for people who are outgoing and highly motivated to fill each of the posts. The Person Specification below indicates the essential and desirable attributes that an individual must demonstrate to be considered for the post. Please note that covering letters 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		Application
		Relevant level 1 or equivalent Officials qualification	Application
		Current First Aid qualification	Application
		Relevant coaching qualification	Application
Knowledge and Skills and Experience			
	Have experience of how sport is delivered at the University		Application and Interview
		Experience of being involved in Campus Sport, either as a player, official or volunteer	Application and Interview
	Be able to demonstrate knowledge of a chosen sport		Application and Interview
	Ability to plan, organise and manage a range of activities		Application and Interview
	Be able manage time efficiently		Application and Interview
	Excellent communication skills, written and verbal		Application and Interview
	Excellent organisational skills		Application and Interview
	Effective problem solving skills		Application and Interview
	Basic IT skills and be confident using emails, databases, Microsoft Word and Excel		Application and Interview
		Basic knowledge of Health and Safety issues and legislation relating to organised sport	Application and Interview
Personal Attributes			
	Highly motivated and committed individual		Application and Interview
	Be able to work independently or as part of a team		Application and Interview
	Be able to work under your own initiative		Application and Interview
	Commitment to excellent customer service and excellent Interpersonal skills		Application and Interview