

## Job Description

<b>Post/Job Title:</b>	<b>Campus Sport Coordinator</b>
<b>Postholder:</b>	
<b>Ref:</b>	<b>0005054801</b>
<b>School/Professional Service:</b>	<b>Student Services</b>
<b>Group/Section:</b>	<b>Culture &amp; Sport</b>
<b>Location including building:</b>	<b>PG48, Poole House, Talbot Campus</b>
<b>Normal hours per week:</b>	<b>24 hours per week / Term Time Only - 39 weeks</b> <b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b>
<b>Grade:</b>	<b>Grade 3</b>
<b>Accountable to:</b>	<b>Programme Manager (Campus Sport)</b>

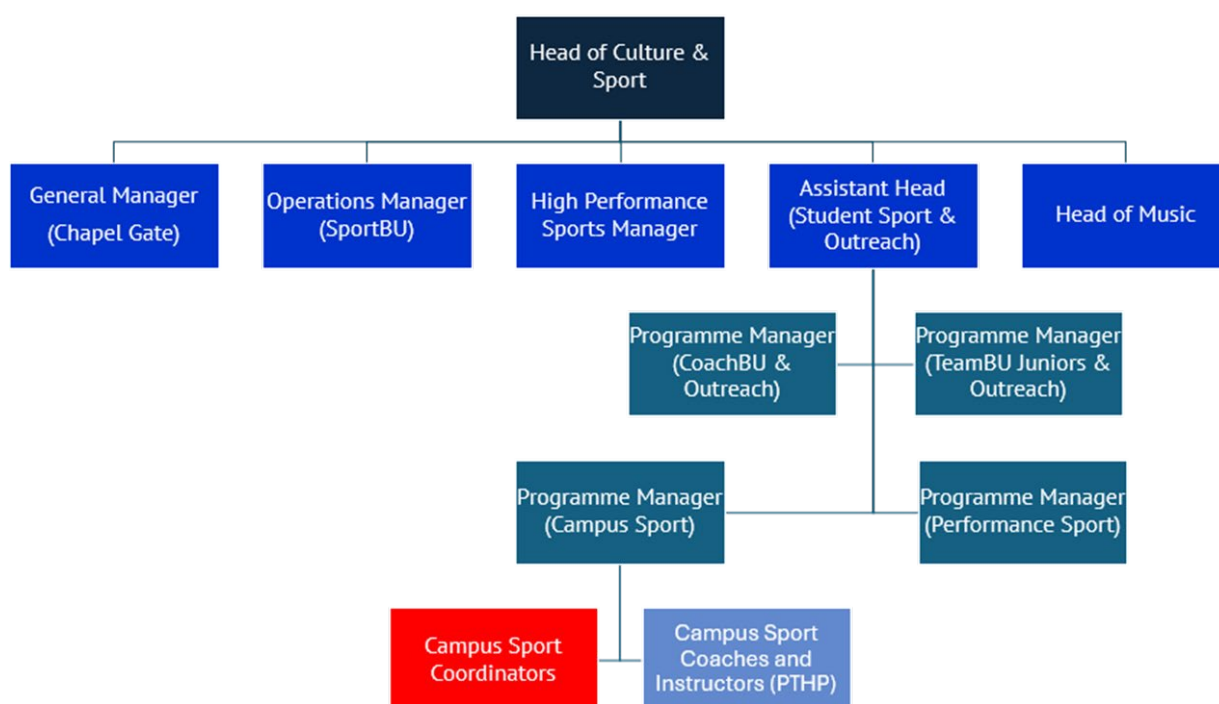
### **Job Purpose**

This role will provide a wide range of administration support for the Campus Sport Programme. The post holder will line manage the Campus Sport Assistants and be responsible for developing and championing Campus Sport strands. Promotion of the programme, attending cross campus events, gaining feedback and measuring impact is key.

### **Main Responsibilities**

1. To assist the Programme Manager (Campus Sport) to develop the Campus Sport programmes across the various strands (Pay & Play, Courses, TeamBU Clubs and Leagues). To generate new creative ideas for sessions and delivery methods and suggest appropriate partnerships in order for more student and staff to be more physically active. Assist in administration tasks such as bookings, payments and arranging cover for sessions as required.
2. Co-ordinating and championing different strands of the campus sports programme;
3. Attend a variety of Campus Sport activities to capture feedback, speak to participants and create content for social media and further promotion activity;
4. Look to gain feedback and demonstrate impact to influence further changes and enhancements to the programme;
5. Attendance of Performance Sport trials to enthuse and excite non successful students about the Campus Sport programme. Work closely with Performance Sport Staff to capture unsuccessful participants from trials and promote related Campus Sport opportunities;
6. Be more visible on both campuses and AUB to ensure effective promotion on the full programme with the ultimate aim in increasing numbers and enhancing student experience;
7. Manage the Campus Sport email account;

8. To help embed the Campus Sport programme into the Student Sport department, and to work alongside the Performance Sport Co-ordinator, to plan integrated activity.
9. Assist the Programme Manager (Campus Sport) to research and collect evidence of the barriers to participation with a view to make appropriate changes/recommendations to the programme;
10. Be the first point of communication for the Campus Sport Assistants. This will include their line management by liaising with them regularly to confirm sessions, meeting with them monthly to discuss sessions, numbers and development ideas, collecting class registers and attendance figures and advising Programme Manager (Campus Sport) of issues where appropriate;
11. Manage all initial enquiries from the Res Life Co-ordinators that relate to Campus Sport. Advise on how we can help with sessions/coaches/venues as appropriate;
12. Support the development of Campus Sport activities at Chapel Gate;
13. Attend relevant promotional events across the University that aim to increase awareness of Campus Sport and Student/Staff health & wellbeing events e.g. Fresher's Fair, Atrium stands;
14. Be active on social media to promote and share stories that relate to the Campus Sport programme. Encourage Activators to engage too;
15. Participate in SS and University wide events (e.g. open days, fresher's activities) where appropriate;
16. To actively contribute to the delivery of the SS Plan within the remit of your job, with the ultimate aim of enhancing student experience and providing a high quality service to all customers, whilst improving efficiency and effectiveness of core University processes and systems;
17. To undertake any other appropriate duties as required;
18. **Organisation Chart**



## Contacts

**Internal:** SportBU colleagues, SS colleagues, students, staff, Campus Sport Assistants, ReslifeBU Co-ordinators  
CoachBU

**External:** AUB activity contacts, external sporting venues, activity providers and local organisations

## Challenges

To prioritise workload and email requests on a regular basis.

Ensure the programmes run efficiently and effectively.

Ensure data collection from a variety of methods for each strand of the programme.



## Person Specification

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School / Service <b>Student Services</b>	Date: July 2024
<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
Knowledge (including experience & qualifications)	
A level standard education or equivalent	E
Experience in working in general administration roles and/or supporting a team	E
Sound understanding of social media and marketing. Able to effectively communicate to students through formats such as Facebook and Twitter	E
Experience of participating in sport & physical activity (ideally in an HE environment)	D
Experience of line management or designing work programmes for team members	D
Experience of arranging sports events, competitions and/or leagues	D
Knowledge of sports development and sporting structures within the UK	D
Skills	
Good interpersonal communication skills. Needs to be outgoing and confident	E
Highly organised with the ability to prioritise tasks when required	E
Good time management skills	E
Ability to quickly build rapport with people	E
Competent IT and data entry skills	E
Ability to be creative and think of new ideas	E
Driving license and access to a vehicle	D
Attributes	
A desire to help people become more active and involved in physical activity	E
A positive can-do attitude and excellent team player	E
Good attention to detail	E
Ability to follow instructions but also the capability to be proactive and work on own initiative	E
Flexibility approach to the working day/week - evening and weekends will be expected	E