

Sport & Physical Activity Activator

Application Pack

Context:

The role of an Activator is a vital component in helping us to support and deliver elements of sport and physical activity to the student population. The key driver in our strategic objectives is to support more students to be more active, more often. Successful candidates will be employed to help promote physical activity opportunities for students through various participation programme strands, supporting activity delivery and engaging with students to help increase involvement, and inform programme development.

There will be a number of Activator roles available supporting a variety of projects within our division, including:

- B:Active Campus
- B:Active Residences
- Game Changers
- Healthy Minds

Main role and responsibilities:

Working with Sport, Exercise and Health, the Residential Life team, Residences Facilities staff and Bristol SU, our team of Activators will help to develop and promote the opportunities on offer and increase participation within the programmes.

You will:

- Be an ambassador for physical activity and represent Sport, Exercise and Health by attending the variety of sessions we have on offer, ensuring they run smoothly
- Work with University staff to promote the available opportunities through a variety of platforms
- Support the recruitment and retention of participants
- Help develop, promote and run activities and events to ensure high levels of participation
- Work with coaches and instructors with the set-up and running of sessions
- Help identify new opportunities and ideas for increasing participation
- Collate project data including participant numbers and details through registering, as well as collecting feedback, comments, photographs and videos from students
- Liaise with students, Bristol SU staff and officers, staff in residences and JCRs to ensure activities reflect students' needs
- Attend training and supervision sessions as and when required
- Engage with professional development opportunities

Person Specification

	Essential	Desirable
<u>Qualifications</u>		
Current student at University of Bristol	●	
<u>Experience</u>		
Experience of organising and promoting events/activities	●	
Experience of working in a physical activity, health or sporting environment; paid or unpaid		●
Experience of sporting events		●
<u>Skills and Abilities</u>		
Excellent written and verbal communication skills	●	
Excellent administrative and organisational skills	●	
Excellent interpersonal skills and the ability to deal with a wide range of people - especially students	●	
Good working knowledge of social media and how to use it effectively and appropriately	●	
Self-motivated and able to work independently	●	
Able to meet deadlines	●	
<u>Values, Attitudes and Behaviors</u>		
Interest in physical activity, sport and exercise and enthusiasm for increasing participation	●	
Commitment to equal opportunities	●	
Enthusiastic and creative	●	
Working cooperatively with others	●	

Health and Safety Requirements

- To comply with all Sport, Exercise and Health guidelines on Health and Safety.
- To take personal responsibility for Health and Safety of yourself and those around you.
- To undertake Health & Safety training and attend meetings as required by Sport, Exercise and Health.

Additional Requirements

- Attend team briefings, departmental team meetings, development sessions and other such meetings to promote inter department communications, development of new ideas and success sharing.
- To adhere to, and to comply with Sport Exercise and Health policies and procedures as detailed in the Staff Handbook.
- Undertake other tasks as may be necessary in order to achieve the strategic values of the department, as directed.
- Promote the vision, mission and values of Sport, Exercise and Health through your interactions with internal and external stakeholders throughout your daily working routine.
- Contribute to relevant focus groups and committees as required.

Other Details

Responsible to: Physical Activity Development Officer / Sport Participation Coordinator / Sports Development Officer / Graduate Intern/ Lead Activators

Key relationships: Students, Sport, Exercise and Health staff, Residential staff, Students' Union staff

Hours of work: Minimum commitment of 3 hours per week during teaching blocks, maximum of 15 hours per week during busy periods such as Welcome Week. Sessions may take place any time between 7 am and 10 pm Monday – Sunday across several locations in Bristol.

Salary: £9.00 per hour

Closing date: Wednesday 24th July 9am

Enquiries to: sport-active@bristol.ac.uk

HOW TO APPLY

Please send a CV with a cover letter answering the three questions below to sport-active@bristol.ac.uk by 9 am on Wednesday 24th July 2019.

1. Why do you see the role of Activator as important and why would you like to be involved? (150 words maximum)
2. What experiences, training and qualifications do you have that would make you an exceptional candidate? (200 words maximum)
3. Which key skills and attributes will you bring to the role – please give examples (200 words maximum)