

Sport, Exercise and Health - Student Sport Development Coordinator

1 JOB DESCRIPTION

Faculty/School or Division: Professional Services

Faculty/School or Division Address: Sport, Exercise and Health, Tyndall Avenue, Bristol, BS8 1TP

Job Family:	Professional & Administrative Services		
Grade:	A	Salary range:	£8.44 per hour (plus paid annual leave allowance)
Hours of work:	7 hours per week	Contract type:	Temporary – 9 months
Work pattern:	Part-time	Vacancy Reference Number:	

1.1 Main Job Purpose

This role sits within the Sport and Physical Activity Team in Sport, Exercise and Health working to deliver programmes aimed at getting more students active and healthy at University. The role holder will be tasked with supporting one of the following strands of the team's project work:

- Coaching, sports leadership and volunteering
- Participation programmes, peer support, student inclusion and accessibility
- Outreach, engagement and health promotion

In doing so they will work alongside lead officers within the division – primarily Sports Development Officer, Physical Activity and Health Development Officer and Sports Participation Coordinator. The postholder will take specific responsibilities within event planning and delivery, as directed by their supervisor.

The role will also be expected to act as an ambassador for the division's broader aims and play a bridging role between the students we engage and divisional staff and decision makers.

1.2 Main Statement of Responsibilities

Analysis, Reporting and Documentation

- Record and enter data on attendee/participant details where required
- Contribute to the evaluation of programme uptake, delivery and relevance using data available.
- Distribute guidance for students engaged in leadership, volunteering and participation activation
- Maintain an individual working diary for weekly workload
- Record and enter data on attendee/participant details where required

Customer Services & Support

- Once briefed by supervisor, to respond to student queries (email, social media, phone and face to face) about respective projects. To escalate queries appropriately.

- With provided training, facilitate training to students and/or student staff learners
- To act as on the ground support - expected to be present at a wide range of events and sessions to meet and greet and solve problems wherever possible.
- Support the recruitment process, where required, of other student leaders into our workforce.

Planning & Organising

- Plan the delivery of events and sessions alongside relevant SEH team members and produce necessary documentation required to do so
- Support staffing of sessions and events by ensuring student leaders and volunteers are committed. To play a team leader role whereby you will help to supervise your peers.
- Support delivery of community sport events throughout the year as directed by supervisor.

Liaison

- Responsible for communicating with other student staff members as well as student leaders and volunteers.
- Demonstrate ability to communicate with other staff within the division.
- Where required, to liaise with a number of other people and professionals in a relevant manner; class instructors, school teachers, university colleagues, as well as your peers.

Decision Making

- Willing to make decisions and intervene during sessions and events where there is evidence objectives are not being met.
- Responding independently to prospective participants, training candidates and attendees regarding SEH programmes.
- Supporting the recruitment of over 200 student sports leaders, activators and volunteers providing feedback and contributing to the selection and development processes.
- Respond to enquiries from students, programme participants, division staff and the wider University.

Problem Solving

- Resolving event management issues and problems during events, training and activity sessions, using judgement to escalate as required.
- Be prepared to respond to logistical issues - think on your feet when things are not going to plan.
- Act as a point of contact for enquiries regarding your focus area

Continuous Improvement

- Evaluate the quality of experience of students within programmes, recording evidence where possible.
- Identify areas and direction for areas for improvement; Utilising the Workforce Development Programme focusing on CPD, maximising strengths & improve areas to develop.
- Help celebrate successes, promoting participation in sport and physical activity through advocacy.
- Show commitment to help the team reach participation goals set by University strategy.

People Management

- Take on responsibility for leading and managing peers within a supervised environment.
- This role will form an introduction to learning about your own management style.

1.3 Relationships

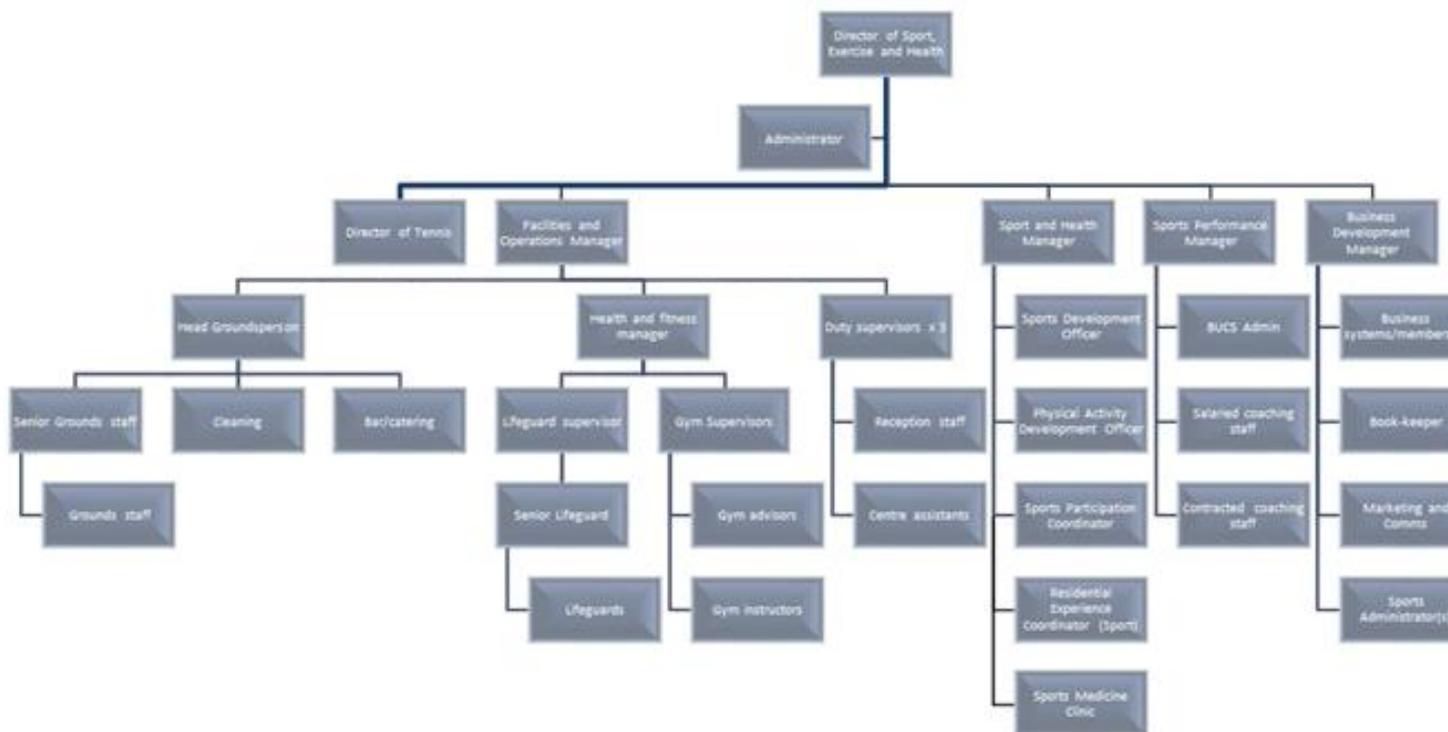
Line manager:

Sport & Health Manager, with direct supervision by other members of the Sport and Physical Activity team.

Line manager to (where appropriate):

Specific supervisory responsibilities for student leaders and volunteers

1.4 Organisation Charts



2 PERSON SPECIFICATION

2.1 Relevant Experience, Skills and Knowledge

Essential

- Some knowledge of the sport and physical activity landscape at the University (SEH, Bristol SU, student clubs and groups, etc.)
- Evidence, Adaptability and able to react to changing circumstances
- Willingness to attempt to resolve problems logically and ensure consistent service is provided
- Demonstrable time management skills, able to balance differing demands
- Reliable team member – committed and hardworking
- Prior Experience in customer service and responding to enquiries
- Sound working knowledge of Microsoft Office
- Independent working and confidence with speaking to large crowds and 1-2-1 promotion

Desirable

- Previous experience of supervising or directing the work of a team of people
- Existing knowledge/experience of sports coaching or leadership of physical activity
- Event delivery experience – planning and organising events and working with volunteers
- Commitment to continuing professional development
- Prior experience of working with young people

2.2 Relevant Qualifications

Essential

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Desirable

- Qualifications or other prior training in leadership/coaching of sport and activity
- Bristol Plus Award

2.3 Communication and Interpersonal Skills

Essential

- Enthusiasm, energy and good communication skills. Someone who feels passionate enough to be an effective spokesperson for this area of work
- Experience of working with or alongside members of students in Higher Education
- Good understanding of social media and how it can be used to interact with student groups
- Able to communicate with people from a variety of backgrounds and professions, including students in Higher Education, University staff, school children, school staff and other external stakeholders.

Desirable

- Effective presentation and communication skills
- Experience of working in a professional environment

2.4 Additional Criteria

Essential

- Full DBS will be completed
- Willing to work outside of normal office hours

Application Process

To apply please compose a statement describing why you feel you are a suitable candidate for this role. Make sure you have read and understood the information above and use the full content of this document to guide you in your application, giving practical examples where possible.

Please submit this statement along with a current copy of your CV to: sport-active@bristol.ac.uk

The closing deadline for applications is Monday 6th August, 9am

If successful YOU MUST BE AVAILABLE FOR TRAINING ON 20th/21st September. If you are not available on these dates due to course commitments, please include this on your covering letter.

If you have any queries please email sport-active@bristol.ac.uk and a member of the team will get back to you.