

Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details	
Faculty/Directorate	Professional Services
School/Department	Student Services
Team	Sport
Job Title	Sport Development Officer (Clubs)
Grade	5
Hours of Work	35 hours per week
Contract Duration (Perm/Fixed Term)	Permanent
Reports To (Job Title)	Student Sport Manager (Clubs)
Responsible For (Job Title)	N/A

Principal Accountabilities
<p>Supporting club committee's to co-ordinate operational activities of all of the university student sports clubs.</p> <p>To support student sports clubs in their continued growth and development ensuring it is sustainable and in line with university policy and procedures.</p> <p>Overseeing the Health & Safety aspects of students' sports club delivery.</p> <p>Working closely with the Students' Union to ensure an effective training and development programme is established to support student sports club committee's and members.</p>

Key Tasks
<p><i>Club Development</i></p> <p>Provide a first point of contact to students on all matters relating to student sports club activities, giving leadership to those clubs and taking decisions that balance the needs of the students with wider team and university requirements.</p>

Working with the student club committees, be responsible for the writing of and implementation of the clubs development plans, ensuring opportunities to participate are included in their club structure at all levels of engagement and that a participation pathway is clearly defined across all sports.

To be responsible for working with clubs, to prepare their annual financial planning documents. Working with the Student Sport Manager (SSM) to provide support to the clubs, to ensure that they remain within their budget targets.

Oversee expenditure relating to sports clubs on a day-to-day basis, ensuring that teams have all of the equipment and kit necessary to conduct their activities safely.

Ensure that sports clubs are contributing to the wider Manchester Met Sport targets including increasing participation, providing opportunities for students to engage in voluntary coaching and improving on our University position in the overall BUCS rankings.

To be responsible for the collation and reviewing of Clubs termly audits.

To work with the clubs to develop taster sessions and programmes that have the potential to entice and retain new memberships.

To identify the training needs of those involved in clubs committees, and support the Students' Union to prepare, promote and deliver appropriate training programmes.

Continually consult with a wide base of students to monitor current requirements and identify opportunities for development.

Ensure effective data gathering and provide regular reports and statistics demonstrating delivery against the Vision for Sport, and other areas of note as required.

Support & Guidance

To support the club committees to ensure they operate in accordance with the relevant sports club policies and procedures to ensure that our student sports club deliver high quality sports activities and therefore enhance our reputation as a University that is committed to sport.

Work closely with the Sport Administrator (SA) to ensure that the required logistical support required for sports clubs to both fulfil and host fixtures against other universities is in place, and take swift and appropriate action to troubleshoot any issues that arise which could have an adverse effect on this being achieved.

Support the SSM to recruit, supervise and engage our Sports Coaches, ensuring that they feel supported as part of the wider team and that both the standard and style of coaching is appropriate to our students.

To support the SA to ensure the correct registration of all club coaches by ensuring the completion of all required contracts and relevant documentation.

Support our main point of contact for British Universities and Colleges Sport (BUCS) and other relevant competition providers, maintain an up-to-date knowledge of all BUCS rules, regulations and procedures.

Represent our university at BUCS regional meetings.

Compliance

Maintain accurate records in relation to finance, Health and Safety and participation in activities including those that take place away from our main campus buildings.

To play a supporting role to the SSM, with providing guidance to club committees for their social events. Gathering of pre-event information, including budgets and contracts. Meetings with all clubs required, to complete comprehensive event declaration forms to aid in the eradication of antisocial behaviour.

Work with the SSM to ensure that all clubs understand and meet their duty of care with regards to health and safety; including undertaking risk assessments and ensuring 100% compliance with University procedures for activities off campus.

To work with the SSM to ensure accident records are completed and logged as required and that appropriate levels of insurance are in place.

To provide organisational support to clubs, working with the Sport Administrator, through the booking of internal and external facilities, transport, officials, organising kit and equipment and managing affiliations etc.

Ensure that all club equipment is maintained and stored securely.

To remain up to date with the Universities policies and procedures and to undertake any relevant training required.

Supporting the MMU Sport Strategy

Work collaboratively with all partners, but the Students' Union in particular, to enhance and develop service delivery as well as to support colleagues at peak times.

Contribute to the delivery of large events, including BUCS Nationals, Sports Awards, Fresher's Fair and the Varsity events.

Represent our University in meetings with other local universities, colleges, schools, partners in the local sports community and with National Governing Bodies of sport.

Be a key point of contact for our students, staff and external customers, and deal with enquiries independently in a courteous, timely and effective manner.

Contribute to the continuous improvement of sport and physical activity at our University, by contributing in team meetings, providing creative ideas, highlighting any issues for further investigation and adopting a solution focussed approach on a daily basis.

To have a 'can do', problem solving attitude, which contributes the work of the whole team.

Special Features

To occasionally work at weekends and evenings, according to organisational need or activities.

Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Excellent communication skills, both written and verbal.	E
		1.2	Ability to work both independently and as part of a team.	E
		1.3	Ability to establish and maintain effective working relationships with people at all levels.	E
		1.4	First line supervisory skills – scheduling, monitoring and reviewing work by others.	E
		1.5	Demonstrable event organisation skills, ideally sports related.	E
		1.6	Computer literate, with a good base of working with the Microsoft Office suite and social media.	E
2	General & Specialist Knowledge	2.1	A good understanding of health and safety in sport.	E
		2.2	Knowledge and understanding of the structures university sport, in particular the BUCS programme.	E
		2.3	Understanding of the role of National Governing Bodies and their Whole Sport Plans.	E
3	Education & Training	3.1	Sports related degree OR equivalent experience working in sports development.	E
		3.2	Sports development degree.	D
		3.3	TALS qualification.	D
4	Relevant Experience	4.1	Experience operating in an HE sports environment, particularly with sports clubs and club committees.	E
		4.2	Significant experience in the field of sport development, ideally in a university environment.	E

		4.3	Project management experience.	E
		4.4	Experience of marketing sport to students.	E
5	Special Requirements	5.1	Enthusiastic and dynamic personality with a passion for sport.	E
		5.2	Flexible and creative approach.	E
		5.3	Excellent customer service ethic.	E
		5.4	Clear ability to work effectively with and motivate / inspire students.	E
		5.5	Demonstrable focus on quality and excellence.	E
Date of Revision		March 2018		