

JOB DESCRIPTION

Job Title: Social and Recreational Sport Coordinator

Reporting to: Opportunities Manager

Place of Work: The Student Centre

Hours of Work: 35 hours per week

Job Overview

The Social and Recreational Sport Coordinator will be responsible for the coordination of new and existing social and recreational sports programmes with a view to increasing levels of participation and enhancing the quality of experience for York students. The Social and Recreational Sport Coordinator will lead on the coordination of the College Sport League programme, ensuring there is effective delivery and high student satisfaction rates. The Social and Recreational Sport Coordinator will be responsible for building relationships with key student and university stakeholders and for ensuring there is strong and regular communication with College Sport members, clubs and partners. The Social and Recreational Sport Coordinator will support the long term planning of sport and project manage sports events and any other projects as directed by the Opportunities Manager.

Key Responsibilities

Operational Management

- To coordinate the College Sport Leagues programme
 - To enhance and develop the College Sport League offer and participation opportunities at York
 - To provide expert advice and guidance to College Sport club leaders on the College Sport processes and systems
 - To develop support systems for College clubs in the planning, preparation and the participation of the College Sport Leagues
 - To work under own initiative to develop the social sport programme and opportunities that will increase engagement and participation in physical activity on campus
 - To create opportunities to engage international and postgraduate students by interacting with existing student groups on campus.
 - To establish and maintain positive working relationships with key university staff including but not exhaustive of Head of Sport, College managers, facilities management teams, coaches and alumni
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- Work with the Sport Coordinator and Opportunities Manager to provide personal development opportunities through refereeing and coaching qualification provision

Financial Management

- In conjunction with the Opportunities Manager, to act as a signatory on the sport specific budget lines including: College Sport and Social sport
- To oversee the College Sports Club finances as a joint signatory on clubs discretionary funds in line with a pre-agreed budget
- To identify opportunities for increased funding to enhance social and recreational sports provision at York

Key Tasks

- To respond promptly to face to face, email and telephone enquiries from students wanting to get involved in any aspect of social and recreational sport
- To oversee the organisation of College Sport League fixtures, referees and results
- Provide a range of administrative support for College Sport and University Sports clubs which may include room bookings, event support and financial planning
- To review and update all policies and procedures that relate to social and recreational sport
- To support major events within York SU relating to activities including Fresher's Fair and Roses
- To develop, maintain and manage various databases relating to student activities ensuring information is up to date, secure and managed in line with data protection guidelines
- To build relationships with University staff and facilitate collaborations across these areas
- Support College Sport clubs with the organisation of their ratification, development of constitutions and all other democratic processes
- To support the York Sport Union President in delivering development initiatives to sports clubs • To promote the benefits and successes of York SU's sports programmes both internally and externally
- Lead on the induction and training of all College Sports Club committees

York SU's Values and Behaviors

To work with us, we ask all staff to uphold our core values and behaviors. These are:

Ambition

We are unashamedly ambitious. Students and their success is the reason we exist, and we will do everything in our power to work to their unique needs, journeys, experiences and communities.

Innovation

We're not afraid of failure. We bring creativity, sensitivity and integrity to all our work meaning that when things don't pan out how we expected, we own it, learn from it and always try again.

Social Conscience

We are bigger than just ourselves. We care and are committed to our vibrant community, celebrating and encouraging difference and diversity.

Authenticity

We are authentic and honest - building trust, rather than just focusing on our own power, privilege and legitimacy. We are always open about the needs, complexities, opportunities and challenges we all face now and in the future.

Partnership

We recognise we can't work alone - we know and are open about our limitations and believe that collective action and solidarity is what makes our work special. We weave and connect what already exists, build on common ground and focus on what unites us rather than divides us.

General Notes

- The principal roles and responsibilities of this post will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate by the union.
- Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to the Union and their job.
- Staff must carry out their duties with full regard to the rules, procedures and conditions of service contained in the Staff Handbook, constitution and employee policies.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Welcome events and Welcome Fair, Student Balls and any other key events, including elections.
- All staff are expected to champion an organisational culture which is inclusive and both values and celebrates diversity, and where students feel empowered to shape their Union.
- Staff are expected to portray a positive image of the Students' Union, both internally and externally, by displaying integrity, punctuality, politeness and professionalism.
- Staff must uphold York SU's environmental and sustainability aims, ensuring good practice is met.
- Everyone must work within, promote and uphold the student-led and democratic ethos of the Students' Union.



Person Specification

Requirements	Essential	Desirable
Qualifications & Experience		
University/College degree or equivalent professional experience		*
Experience of working effectively on own initiative	*	
Experience of coordinating and/ or delivering projects	*	
Experience of working with students or young people/ volunteers		*
Experience of planning, promoting and coordinating sports events and activities		*
Knowledge & Skills		
General IT skills including a working knowledge of Microsoft Office & Google	*	
Ability to establish strong working relationships with a wide range of individuals both within and outside the University, including students and management	*	
Excellent interpersonal skills- able to communicate well using a variety of methods	*	
Strong time management skills – able to meet deadlines and cope with varying workloads	*	
Ability to work well under pressure, to be flexible and adapt to changes in priorities	*	
Personal Attributes		
Possess a positive attitude and proactive approach to work and ability to organise own workload	*	
Knowledge of issues affecting students & Higher Education		*



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Able to work as part of a team as well as under own initiative	*	
Commitment to the delivery of high standards of customer service	*	
Knowledge of the role of Students' Union, democratic processes and elected Officers		*
A commitment to equality of opportunity	*	