



University of York Students' Union
Registered in England and Wales.
Charity Number: 1173404 Company Number: 10688097
Registered Office: The Student Centre, James College,
Newton Way, Heslington, York, YO10 5DD

E: enquiries@yusu.org
T: 01904 32 3724
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JOB DESCRIPTION

Job Title: Sports Assistant

Reporting to: Sports Coordinator

Place of Work: The Student Centre – University of York / Hybrid options available

Hours of Work: up to 12 hours per week, flexible working available

Purpose of Role

The Sports Assistant provides an opportunity for a capable and ambitious student to support the Sport Coordinator and Social & Recreational Sport Coordinator to develop and deliver the BUCS programme of activities at York as well as support the overall sport programme including college & social sport.

The position is an exciting opportunity to get involved with Student Opportunities and create and shape the way BUCS fixtures and College fixtures are organised. The role will include, but is not limited to assisting in the development of the programme, liaising with different members of staff and other universities to ensure fixtures are organised, communicating to inform students of their weekly fixtures and results and ensuring teams are supported before, during and after their fixture.

To provide a high level of customer service at all times, ensuring that students and staff are well informed about the BUCS programme. To support the delivery of both Roses 2025 and College Varsity.

Main Duties and Responsibilities

- To organise weekly BUCS fixtures, liaising with facility staff, other universities and student clubs.
- To collate BUCS results, inputting them onto the BUCS website.
- To send a weekly email to clubs, York Sport staff and other universities.
- To provide match day support to clubs on BUCS regulations and fixture queries.
- To enter students into individual competitions on the BUCS website.
- To act as a point of contact for any BUCS related queries throughout the week.
- To inform clubs of any upcoming competitions or deadlines as and when required.
- To support the organisation of the college sport programme as and when required.
- To ensure all working practices and activities within the programme adhere to health and safety legislation as set by the Health and Safety Manager.
- To ensure all administrative records are kept up to date, utilising IT, and timely records are produced as required to ensure an efficient, accountable service.

Operational Management

- To work together as a team with the members of the Student Opportunities office.



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- To involve and work with stakeholders from outside of YUSU throughout this process when necessary.
- To use the experience you gain through this role as well as your knowledge and expertise to contribute to the development of department plans and organisational strategy.
- To work proactively and innovatively through all aspects of the role and with managing relationships.
- To attend 'one to one's' with the Sport Coordinator on a regular basis.
- To ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.
- To attend mutually agreed training, development opportunities, and staff meetings.
- To undertake other relevant tasks as reasonably prescribed by the Sport Coordinator, and which are consistent with this level of role.

General Notes

- The principle roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying standards of service integrity, punctuality, politeness and professionalism.
- To abide by YUSU constitutions and policies.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.

Sports Assistant Person Specification

Requirements	Essential	Desirable
QUALIFICATIONS		
Studying for a degree at the University of York	*	
EXPERIENCE		
Experience of running sports activities		*
Demonstrated interest of working in sports administration and development		*
Experience of planning and organising events or projects	*	
Experience of working in a democratic, membership led organisation		*
SKILLS		
General IT skills including a working knowledge of Microsoft Office	*	
Excellent interpersonal skills- able to communicate well both written and verbally	*	
Strong time management skills – able to meet deadlines and cope with varying workloads	*	



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Ability to work well under pressure, to be flexible and adapt to changes in priorities	*	
Possess a positive attitude and proactive approach to work and ability to organise own workload	*	
Able to work as part of a team as well as under own initiative	*	
Commitment to the delivery of high standards of customer service	*	
Creative approach to promotions and communication	*	

Updated by HB May 2024