

JOB DESCRIPTION

Job Title:	Sports Assistant
Reporting to:	Sports Development Coordinator
Place of Work:	Student Centre - University of York Students' Union
Hours of Work:	Up to 12 hours per week, flexible working available
Salary Scale Point:	£13.45 per hour

Job Overview

The Sports Assistant provides an opportunity for a capable and ambitious student to support the Sports Development 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 programmes, liaising with different members of staff and other universities to ensure fixtures are organised, communicating weekly fixtures and results, and ensuring teams are supported before, during and after their fixture. The roleholder will be expected to provide a high level of customer service at all times, ensuring that students and staff are well informed about the BUCS , College and Social Sport programme. They will also have opportunities to support the delivery of key York SU sport events, including both Roses and College Varsity.

Key Responsibilities

- To organise weekly BUCS fixtures and College Sport fixtures, liaising with facility staff, other universities and student clubs.
- To collate BUCS results and College Sport Results, inputting them onto the relevant website.
- To send a weekly email to clubs, York Sport staff and other universities.

- To provide match day support to clubs on BUCS/College Sport regulations and fixture queries, with guidance from other members of the sports staff team.
- To support the Sport Development Coordinator to enter students into individual competitions on the BUCS website
- To assist the Sport Development Coordinator and Social & Recreational Sport Coordinator in being a point of contact for clubs, responding to queries throughout the week.
- To inform clubs of any upcoming competitions or deadlines as and when required.
- To support the organisation of the college and social sport programme as and when required.
- To regular update key databases such as tracking college sport memberships
- To support the Social & Recreational Sport Coordinator with the organisation of the social sport programme, helping to ensure all session details are accurately listed on the Social Sport Page.
- To support the organisation of sport related events at the Union, including The Colours Ball, Roses and College Varsity.
- 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.
- To involve and work with stakeholders from outside of York SU 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 Sports Development 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 Sports Development Coordinator, and which are consistent with this level of role.

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

- **Agility & Evolution:** This job description reflects our current focus, but it isn't static. The role will evolve at the organisation's pace, pivoting as needed to align with new strategic direction and duties that align with the union's priorities.
- **Professional Growth:** You'll maintain a Personal Development Plan and engage in training, meetings, or conferences that keep your skills sharp and relevant to the Union's mission.
- **Operational Excellence:** You will carry out your work in line with the Union's constitution, Staff Handbook, and employee policies, maintaining high standards of integrity and professionalism.
- **Key Events:** This role goes beyond the day-to-day; you'll be hands-on during the Union's busiest and most exciting times, such as Welcome Fair, Summer Balls, and elections, to ensure we deliver an exceptional experience for every student.
- **Inclusion & Empowerment:** You will champion an inclusive culture that celebrates diversity and ensures students feel empowered to shape their Union.
- **Sustainability:** You'll actively support and uphold our environmental and sustainability goals through consistent good practice.
- **Democratic Ethos:** You will work within and promote the student-led, democratic spirit that defines York SU.

PERSON SPECIFICATION

Requirements	Essential	Desirable
Qualifications & Experience		
Studying for a degree at the University of York	X	
Experience of running sports activities		X
Demonstrated interest of working in sports administration and development		X
Experience of planning and organising events or projects	X	
Experience of working in a democratic, membership led organisation		X



Knowledge & Skills		
General IT skills including a working knowledge of Microsoft Office	X	
Excellent interpersonal skills- able to communicate well both written and verbally	X	
Strong time management skills – able to meet deadlines and cope with varying workloads	X	
Ability to work well under pressure, to be flexible and adapt to changes in priorities	X	
Possess a positive attitude and proactive approach to work and ability to organise own workload	X	
Able to work as part of a team as well as under own initiative	X	
Commitment to the delivery of high standards of customer service	X	
Creative approach to promotions and communication	X	
Involvement and understanding of the BUCS and/or College Sport Programme		X

Date Updated (& Initials):

