



**University of York Students' Union**  
Registered in England and Wales.  
Charity Number: 1173404 Company Number: 10688097  
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## **JOB DESCRIPTION**

**Job Title** Sports Coordinator

**Reporting to** Opportunities Manager

**Responsible for:** Student BUCS & Sport Assistant

**Place of Work** The Student Centre, University of York.

**Hours of Work** 35 hours per week

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### **Purpose of Role**

To provide high level coordination and development support to YUSU's sports clubs. The coordinator will be responsible for the administrative support, ensuring strong and regular communication to these groups and supporting their long term planning. To assist, and where appropriate take the lead on the developing of new and existing student clubs with a view to increasing levels of participation and enhancing the quality of experience for York students. To coordinate and project manage sports promotional events and any other projects as directed by the Student Activities Manager to ensure they are in line with the constitution of the Union.

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### **Operational Management**

- To coordinate and develop all sports clubs.
- To take the lead where appropriate, in developing new and existing student clubs with a view to meet an expressed demand from students and enhance the quality of experience for York students.
- Under the direction of the Opportunities Manager and Sabbatical Officers, draft and create project plan documents for large sporting events.
- Ensure BUCS administration is completed effectively and to a high standard.
- To assist in the provision and organisation of resources, including room booking and storage facilities, to enable clubs to undertake their sports successfully. This will include significant communication with University departments and facility providers.
- To improve the planning and promotion of YUSUs sports clubs and support the events where necessary.
- To develop sports clubs by reviewing their performance
- Take the lead in providing new initiatives for clubs as demand dictates.
- To remain up to date with Student clubs trends, both locally and nationally through research and networking.
- To be aware of statutory requirements governing the operation of student clubs and provide advice and support in ensuring they meet these requirements.

### **Finance**

- To ensure sports clubs set realistic and appropriate budgets, ensuring the cost effectiveness of events and the financial stability of the groups.

- To be a joint signatory on clubs discretionary funds in line with pre agreed budget.

## Key Tasks

- To assist clubs in the planning, preparation and the delivery of events.
- To build relationships with relevant university staff, clubs and facilitate collaborations/ connections across these areas.
- To act as the main point of contact for BUCS and other national activities related organisations
- With the York Sport Union President and Opportunities Manager to liaise and develop relationships with relevant University stakeholders to ensure the clubs best interests are served.
- To arrange BUCS fixtures and venues accordingly.
- To enter BUCS results and deal with any subsequent appeals.
- To enhance and improve the planning and promotion of involvement in YUSUs sports clubs.
- To assess and identify training and development needs of student clubs and with work with other YUSU staff members to organise and deliver a programme of training to meet their needs.
- To assist and at times take a lead in YUSU a range of activities and related projects.
- Ensure the provision and appropriate administrative support to clubs in accordance with YUSU policy and procedures.
- To 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 oversee the grant allocation process in conjunction with the YorkSport President and Student Activities Manager for all clubs and to liaise with YUSU Finance Office to ensure management of club accounts.
- To work with the York Sport Union President and Opportunities Manager to identify potential funding opportunities for sport and to coordinate bids on YUSUs behalf.
- To support the York Sport Union President in delivering development initiatives to all clubs.
- To provide administrative support to the York Sport Union President.
- To manage the student BUCS & Sport assistant role holder, contributing to their personal development.
- To promote the benefits and successes of YUSUs sports clubs both internally and externally.
- To attend meetings, training courses and conferences deemed appropriate to the position

## 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 required to have a Personal Development plan and to participate in training, meetings or conference considered relevant to their job. Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff information guide
- A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. Fresher's Fair, Student Balls and any other key events, including elections if necessary. 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.
- **YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.**

# Person Specification

Requirements	Essential	Desirable
<b>Qualifications &amp; Experience</b>		
Literate and numerate to a GCSE level or equivalent	X	
Educated to A Level or equivalent level qualification		X
Experience of working with sports clubs	X	
Experience in a customer service role	X	
Experience of developing people and groups		X
Experience of communicating with a diverse range of people, both individuals and groups	X	
Previous involvement in project planning or event coordination		X
<b>Knowledge &amp; Skills</b>		
General IT skills including a working knowledge of Microsoft Office & Google Suite	X	
Strong time management skills - able to meet deadlines and cope with varying workloads	X	
Previous involvement in project planning or event coordination		X
Ability to work well under pressure, to be flexible and adapt to changes in priorities	X	
Excellent interpersonal skills - able to communicate clearly and effectively using a variety of methods	X	
Knowledge of higher education environments and the structure of a students' union		X
Capable of identifying areas for improvement and developing formal processes to overcome issues		X
Excellent attention to detail	X	
<b>Personal Attributes</b>		
Able to work effectively with others as a competent team member and leader	X	

Able to motivate others	X	
Excellent decision-making skills		X
Excellent at using own initiative	X	