



University of York
**Students'
Union**

JOB DESCRIPTION

Job Title Sports Development Coordinator

Reporting to Opportunities Manager

Responsible for: Student BUCS & Sport Assistant, Social & Recreational Sport Coordinator

Place of Work The Student Centre, University of York.

Hours of Work 35 hours per week

Purpose of Role

To provide high level coordination and development support to York SU'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 Opportunities Manager to ensure they are in line with the constitution of the Union. The post holder will work with the Opportunities Manager to oversee student group health and safety, supporting the development of effective processes to oversee activities and reduce risk

Operational Management

- To coordinate and develop all sports clubs alongside student club committees.
- 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 York SUs sports clubs and support the events where necessary.
- To develop sports clubs by reviewing their performance, supporting their committees to achieve their aims and objectives.
- 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.



- To develop processes to facilitate the effective management of student group health and safety, working with the Student Activities Manager and Safety & Logistics Manager
- To coordinate the improvement of student group risk assessments by working with appropriate staff and student groups to develop high quality documentation and effective processes to review activities.
- To oversee the effective monitoring of all accidents and near-misses across student group activity. to review incidents and minimise risk in activities.
- To support the Opportunities Manager with the monitoring of coaches, student group contractors and activity leaders, to ensure those leading activities have suitable qualifications and experience.

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.
- To manage the dispersal of sport club grants, and to effectively monitor the competitions, contingency and development budget alongside the Opportunities Manager.

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 Sports Officer 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 York SU 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 Sports Officer and Opportunities Manager for all clubs and to liaise with York SU Finance Office to ensure management of club accounts.
- To work with the Sports Officer and Opportunities Manager to identify potential funding opportunities for sport and to coordinate bids on York SUs behalf.
- To support the Sports Officer in delivering development initiatives to all clubs.
- To line manage the Social & Recreational Sport Coordinator, providing support and fulfilling line management obligations.
- To promote the benefits and successes of York SUs sports clubs both internally and externally.
- To attend meetings, training courses and conferences deemed appropriate to the position



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		
Literate and numerate to a GCSE level or equivalent	X	
Educated to A Level or equivalent level qualification	X	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	
Knowledge & Skills		
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	
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, BUCS programmes and the structure of a students' union		X
Capable of identifying areas for improvement and developing formal processes to overcome issues		X
Knowledge of student group health and safety		X
Excellent attention to detail	X	
Personal Attributes		
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	

