

Students' Union Sports Coordinator



Welcome

We're so pleased you found us.

We believe that students can and want to shape the communities they are part of for the better.

Through our student leaders and elected representatives, we create opportunities for students to come together and inspire them to make change and shape the world around them.

It's a seriously fun place to work, driven by our values with a diverse and international perspective, with a really supportive staff team and a focus on your development.

Students' unions come in all shapes and sizes. With job roles at all levels, and with more than 550 unions across the country, you can work with us to start building a career doing what you love.

Come join us!

Nicky Passmore

Chief Executive



What we do

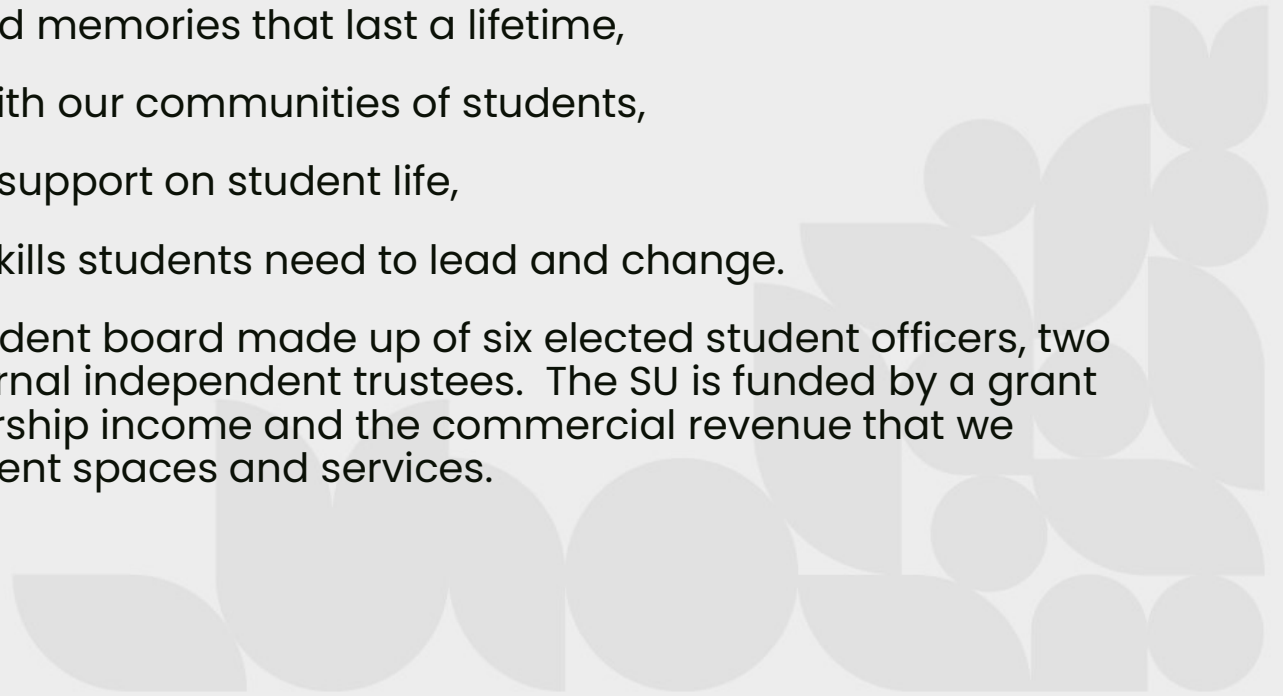
The SU *is* the body of students at the University of Bath. We believe that when students come together, they can shape the communities they are part of for the better. Through our student leaders and elected representatives, we grow and support communities of students as they provide opportunities for others and change the world around us for the better.

Together we: Promote student interest and welfare; Provide support and advice; Represent the student community with the University and others; Provide social, cultural, sporting and recreational activities.

How we do this is through student-led:

- Voice – helping students stand up, speak up and make their voice heard,
- Experiences – making friends and memories that last a lifetime,
- Groups – broadening horizons with our communities of students,
- Support – providing advice and support on student life,
- Development – developing the skills students need to lead and change.

Our work is overseen by an independent board made up of six elected student officers, two independent students and five external independent trustees. The SU is funded by a grant from the University of Bath, membership income and the commercial revenue that we generate through our range of student spaces and services.



Summary of the job

Salary	Starting from £22,847 p.a. (Grade 5).
Contract	Full Time
Working hours	36.5 hours per week including occasional weekend or evening work.
Location	University premises / WFH
Reporting to	Competition Manager
Responsible for	Support and delivery of the student sport offer
Budget	Some oversight of budget monitoring and income generation

To work as part of the Students' Union Activities team to provide support for successful student engagement, particularly within sports groups at the University of Bath. The role will support the delivery of internal and external competitions, student committees in their delivery of activities, events, trips, tours and income generation.

The role will lead and support on centrally run annual events and help with the delivery of an inclusive sport offer that benefits the health and wellbeing of all students.

Role overview

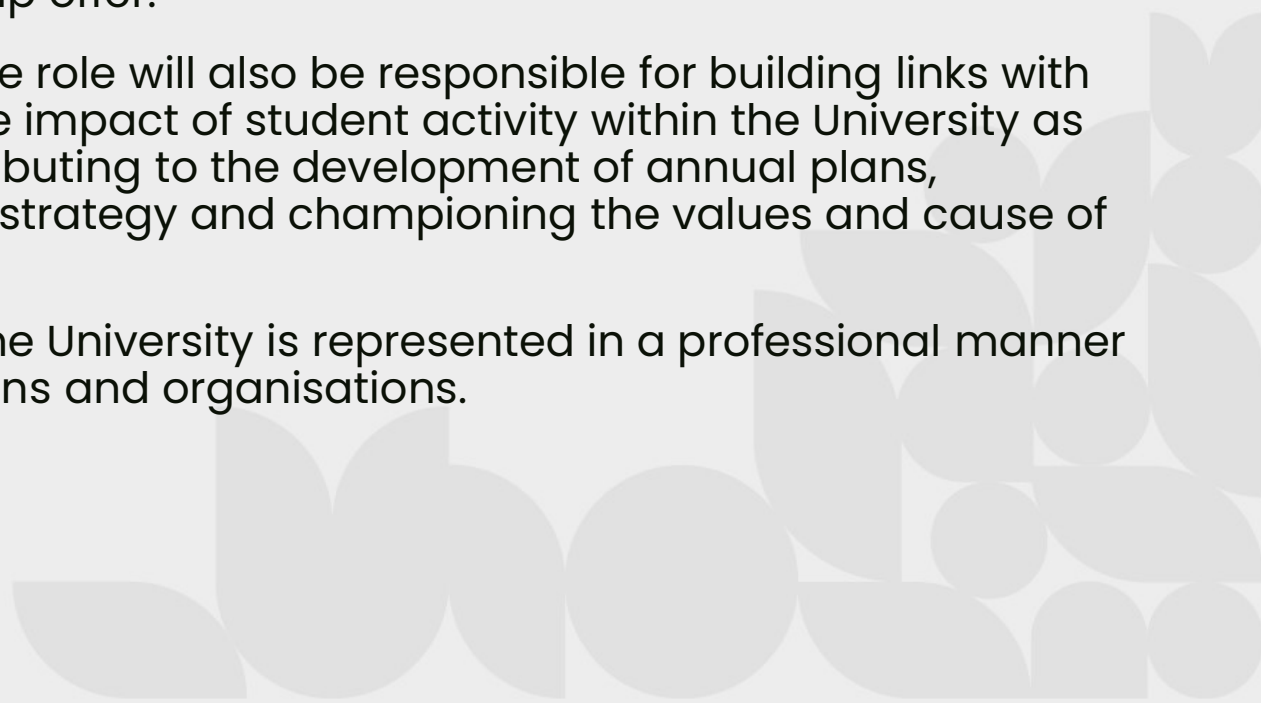
The role will support the delivery of the student sport offer as a whole and will prioritise areas of work in line with the area's objectives and SU strategic plans.

The SU Sports Coordinator works closely with student leaders and partners to define and develop a rolling programme of activity that gives students the chance to engage with sport activity and discover new interests and opportunities.

The role's responsibilities include the delivery of the external league and tournament competition through BUCS (British Universities and College Sports). Alongside this the role will provide support and guidance towards student events, trips and tours to enable a safe and fulfilling offer to the student membership and identify opportunities to further develop the membership offer.

As a coordinator within The SU, the role will also be responsible for building links with other departments to develop the impact of student activity within the University as well as managing budgets, contributing to the development of annual plans, supporting the delivery of The SU strategy and championing the values and cause of the organisation.

The post holder will ensure that the University is represented in a professional manner when working with other institutions and organisations.



Main responsibilities

1 – Planning, development and delivery of the student sport offer (60%)

- BUCS league and tournament competition, including affiliation, entry, transport and eligibility
- Delivery of events including, welcome week activities, anniversary rugby match, snowball, varsity award evenings and BUCS events/competitions
- Liaison between student groups and kit suppliers and monitoring kit contracts and sponsorship
- Contribute and adjust to competitive structures and monitor student engagement and impact via surveys and workshops
- Evaluate and report on activity impact for future development
- Network with local and national sport professionals to develop ideas and implement good practice

2 – Financial responsibility (20%)

- Monitor BUCS income and budget expenditure and produce accurate financial forecasting
- Oversee kit sales and processes, ensuring financial procedures are adhered to.
- Confirm allocation of Gift in Kind in line with kit supplier contract
- Support student groups with on-line financial products and authorise financial claims
- Monitor financial planning for events and activities, ensuring good practice is followed
- Evaluate and report on the impact of the area for future development

Main responsibilities

3 – General responsibilities (20%)

- Monitor the impact of the sport offer and identify areas of development
- Support the deliver of training material for student leaders
- Ensure that all activities are delivered safely and in-line with SU procedures including Under 18's, trips, tours and event processes, complaints and disciplinaries.
- Ensure that student group risk assessments and normal operating procedures are in place and adhered to.
- Ensure elections which are carried out with due diligence which will involve checking manifestoes, updating profiles, publishing timescales and ensuring voting rules are adhered to
- Develop content to support marketing and awareness of the Activities area
- Provide support to the overall activities area, as well as the SU Officers with administration and project work as required
- Input and support the delivery of the area strategic goals, operational and summer plans
- Contribute to SU wide actions and identify collaborative opportunities between areas and departments

About you

To be successful in this role, these are the things that will matter most:

- Ability to be student-led and embrace the cause, mission and values of The SU
- Knowledge of a membership led organisation
- Flexible with an ability to prioritise and get things done in a busy environment

Essential behavioral competencies:

- Works under own initiative to deliver objectives to agreed targets at a high standard
- Manages time, workload and priorities according to strategic need
- Ability to form and maintain effective partnerships, including within the team
- Open, flexible and transparent ways of working
- Creativity and innovation within work, with a strong attention to detail

Skills and experience:

- Ability to learn and work with an external league system and understand on-line systems including web programs.
- Understanding of UK sports structure and National Governing Bodies
- Events, project and resource management, with good planning skills

Other benefits

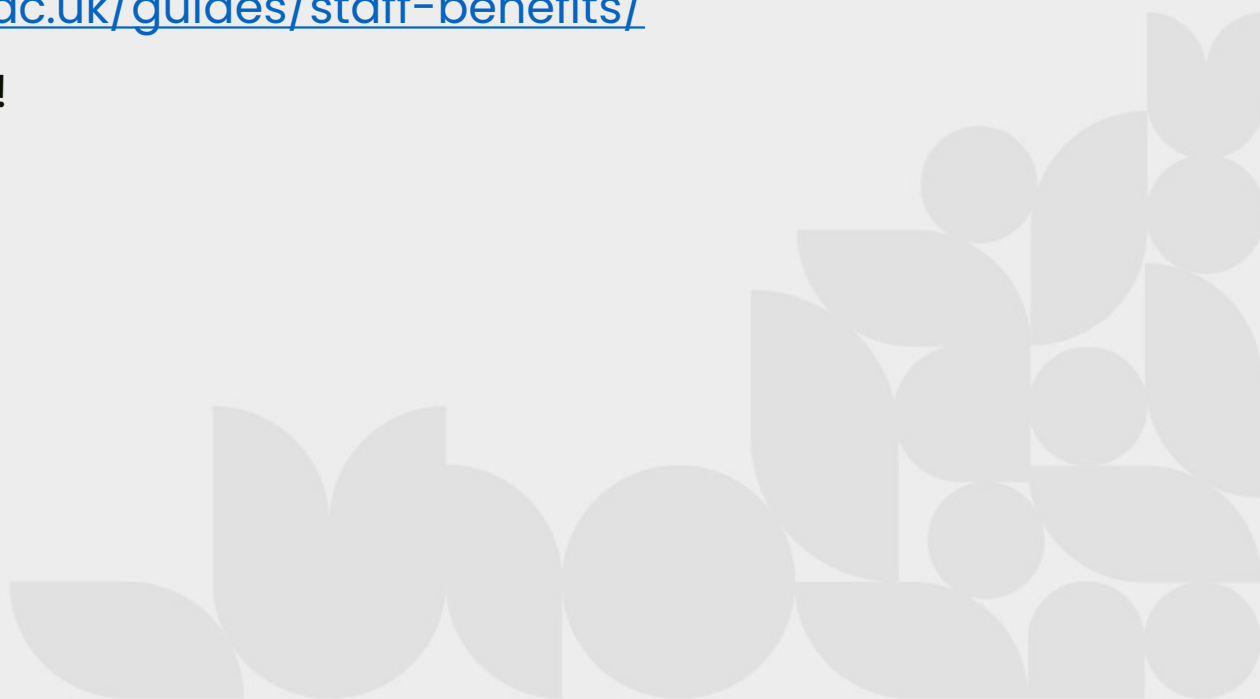
We offer competitive salaries, a vibrant and fun working environment and flexible working to enable your work-life balance.

We offer more than just a “job”; we offer career opportunities for committed and ambitious people to help shape our organisation and the lives of the students we represent.

Our staff enjoy a safe and pleasant working environment, with a variety of benefits encompassing pay, generous pension and work-life balance, along with excellent facilities on campus.

You can find out more at: bath.ac.uk/guides/staff-benefits/

Join us and be part of our story!



How to apply

Find out more

For more information and an informal chat about the role please contact:

Jo Dixon, Competitions Manager, 01225 38 3263 , j.dixon@bath.ac.uk

How to apply

Applications are online. To apply for this role, please visit the job posting at:

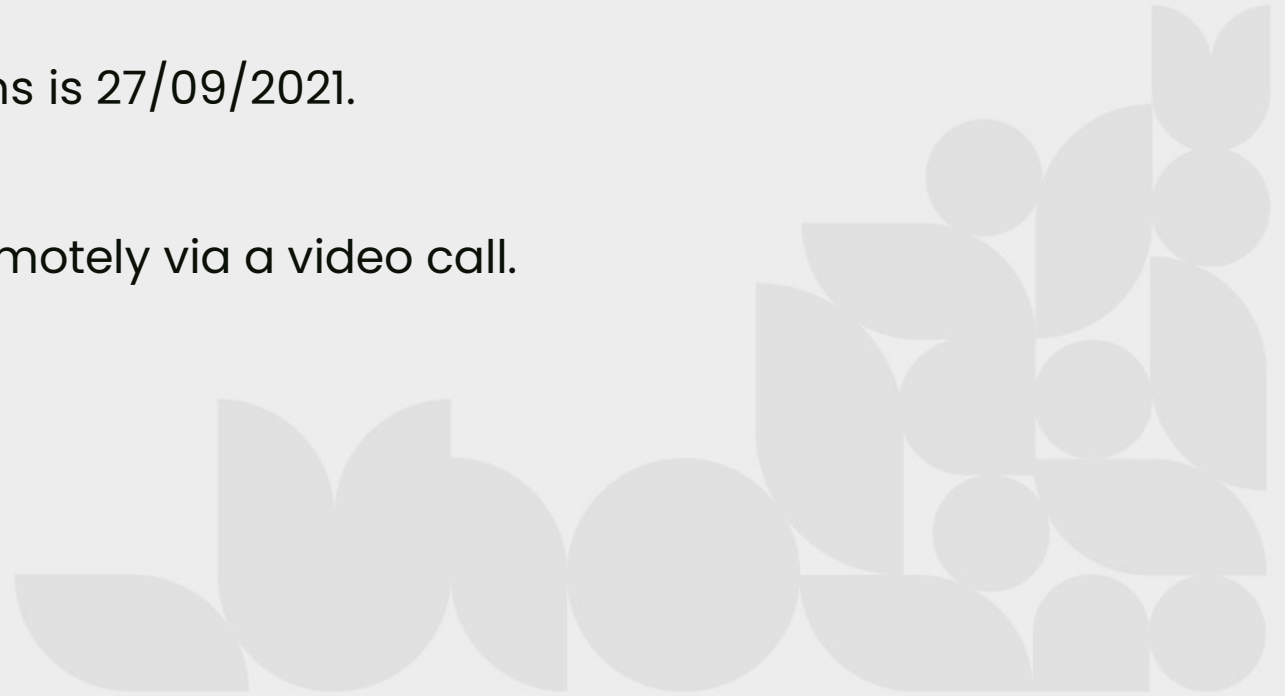
thesubath.com/careers/

Deadline

The closing date for applications is 27/09/2021.

Interviews

Interviews will be conducted remotely via a video call.



Thank you.

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