

Sports Development Coordinator

JOB DESCRIPTION

Job title: Sports Development Coordinator

Job Purpose:

To provide high quality support for Sports Clubs ensuring that Team Greenwich is a leading club sports programme within the London University region, whilst also coordinating events, activities and training that supports the development of the Sports Clubs and players.

Reports to: Student Activities Manager
Responsible for: Temporary PT Student Staff and Volunteers
Department/Service: Membership Services

1 Duties and key responsibilities

1. Duties and Responsibilities

Club Sport Development

- Provide effective club committee training and work with Team Greenwich committees to plan, manage and monitor their aims and sustainability
- Work with BUCS and LUSL to expand the current club sport programme at Greenwich
- Liaise with NGB Regional Officers to strengthen our sports club pathways
- Work alongside the University of Greenwich Sports and Recreation team to encourage students to take up sport at Greenwich
- Develop partnerships with local community clubs to support players' participation beyond University, including coaching and officiating opportunities
- Develop new opportunities for club committee members and players to gain coaching and officiating qualifications
- Produce appropriate reports for a range of stakeholders including termly Team Greenwich monitoring and evaluation reports for the SU Activities team

Sports Administration

- Supervise the Club and Fixtures Administrator in arranging fixtures transport, monitoring finances, communicating to committee members & Universities and managing weekly fixtures
- Manage all data administration regarding fixtures, training, individual competitions, coaching and Team Greenwich website content
- Manage the administration of kits and equipment, including weekly storage and use

- Support Team Greenwich clubs in managing their finances and provide monitoring reports to committees
- Provide essential administrative support for club committee funding submissions and manage & monitor the SU Sports Budget

Recreational Sport Development

- Lead on the planning and delivery of sports participation programme, Active GRE.
- Support the Team Greenwich 6-a-side League Coordinators to develop our 6-a-side league including managing membership, marketing & social media and promoting coaching/officiating opportunities for volunteers
- Establish a recreational sporting pathway for Team Greenwich clubs to increase student participation

Sports Events

- Play the lead role in the delivery of the annual Varsity event at the end of term two.
- Work with a range of stakeholders, including the University Sports & Recreation team, Team Greenwich Exec and GSU Activities team to lead on coordinating fixtures and providing essential communication to club committees
- Collaborate with SU staff and student volunteers to promote Team Greenwich at the SU Welcome programme
- Work with the Activities team to support the organisation of GSU's annual Sports Awards

Communications

- To assist in managing Team Greenwich website content including monitoring club website content and setting up club membership products online
- Support the marketing & communications team to provide essential weekly information regarding Team Greenwich clubs, events and development
- Develop Team Greenwich's social media by managing Facebook and Twitter content and setting up new social media platforms to increase online student engagement

Supporting Representatives

- Support VP Student Activities with administration relating to the representative meetings for sports, and other student group representative functions as appropriate.
- Administratively support the Sports Executive to achieve their manifesto aims and objectives
- Provide active support for clubs by attending #BUCSWednesdays with the VPSA

2 General Responsibilities

- Represent and be an ambassador for the Student Activities Team and wider Students' Union
- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
- Maintain and improve competencies through continuous professional development
- Abide by organisational policies, codes of conduct and practices
- Support and promote diversity and equality of opportunity in the workplace
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and Project data
- Any other duties commensurate with the accountabilities of the post

Person Specification

Sports Development Coordinator

EXPERIENCE

- Relevant experience working/volunteering in a Students' Union or a similar organisation
- Planning, delivering and evaluating training
- Coordination of a range of successful events
- Develop and maintain effective systems for collecting, collating and reporting information
- Experience of working with or coordinating diverse groups, and encouraging traditionally hard-to-reach groups
- Coordinating a sports club(s) including management of fixtures, training and finance
- Experience in using online administration systems

SKILLS AND ABILITIES

- Clear communication skills face to face and on the phone or email
- Ability to troubleshoot difficult situations, and deal with them calmly, efficiently and effectively
- Writing skills – produce reports and ability to write succinct documents on complex areas
- IT skills at a level that supports report writing, email, internet and database
- Time management and organisational skills
- Ability to engage and motivate others
- Self-motivated with the confidence to work alone but can also work co-operatively and flexibly as part of a team
- Ability to stay focused and efficient in the face on changing priorities.

KNOWLEDGE

- Knowledge and understanding of issues facing today's students
- Knowledge of requirements for supporting volunteering projects eg. Safeguarding and DBS checks

EDUCATION/TRAINING

No one specific qualification is required, but evidence of recent continuing professional development in a professional area relevant to the post is required.

Other

- Able to travel extensively within the Borough and Region.
- Able to work some evenings and weekends and stay overnight where necessary
- A valid driver's license
- Passion for sport and understanding of its positive effects on student life