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**JOB DESCRIPTION**

**LSESU ACTIVE LifeStyLE PROGRAMME Project Manager**

**Accountable to:** Head of Activities

**Responsible for:** ACTIVE LifeStylE PROGRAMME project manage and delivery, project volunteers (500+), coaches and student staff

**Hours:** 37 hours per week

**Location:** London School of Economics and Political Science Students' Union, Saw Swee Hock Student Centre, 1 Sheffield Street, London WC2A 2AP

**Salary:** £26, 100

Fixed term contract for 2 years

**JOB PURPOSE**

1. Responsible for coordinating and managing ACTIVE LifeStylE PROGRAMME, including intramural leagues, club beginners courses/lessons, society activities, halls activity program, and one off events to engage interest in the benefits of taking part in 30 minutes of activity per week.
2. Contribute to the ACTIVE LifeStylE PROGRAMME strategic and operational planning
3. Responsible for ACTIVE LifeStylE PROGRAMME activators and student staff

**KEY RESPONSIBILITIES**

1. **Responsible for coordinating and managing ACTIVE LifeStylE PROGRAMME, including intramural leagues, club beginners courses/lessons, society activities, halls activity program, and one off events to engage interest in the benefits of taking part in 30 minutes of activity per week.**
* Responsible for coordinating and managing the delivery of drop in and beginner lessons, including facilities booking, coordinating delivery staff and advertising the programme
* Responsible for planning the content of ACTIVE LifeStylE PROGRAMME through regular consultation with LSE students.
* Responsible for coordinating and managing the delivery of weekly intramural leagues/ladders, including venue hire, tracking of students and troubleshooting.
* Liaise with the Communications team to market and promote the ACTIVE LifeStylE PROGRAMME
* Responsible for management of the spending of ACTIVE LifeStylE PROGRAMME fund including regular reports to Head of Activities and Sport England
* Liaise with external partners to seek new sport related opportunities for students, including National Governing Bodies, Local Government and other relevant organisations
* Liaise with University staff and other relevant external parties to share/seek information in relation to ACTIVE LifeStylE PROGRAMME
1. **Contribute to the ACTIVE LifeStylE PROGRAMME strategic and operational planning**
* Provide information relating to Active LifeStylE PROGRAMME for key reports and meetings (including Sport England reports) as required by the Head of Activities
* Contribute to the Activities Department’s strategic planning by putting forward evidence-based ideas for improvements to ACTIVE LifeStylE PROGRAMME and clubs, the Athletics Union, and other athletic activities
* Contribute to the Activities Department’s operational planning by planning the tasks and events relating to ACTIVE LifeStylE PROGRAMME
1. **Responsible for ACTIVE LifeStylE PROGRAMME Activators, and student staff**
* Responsible for recruiting, training and supporting Active LifeStylE Student Activators
* Responsible for recruiting and coordinating student staff
* Responsible for providing volunteers with up to date guidance on systems and processes relating to ACTIVE LifeStylE Student Activators
* Responsible for advising and developing ACTIVE LiFeStylE Student Activators sports clubs on specific events or projects

**GENERAL DUTIES**

In addition, all staff have the following general duties laid out in their job descriptions:

* To deliver and develop targets outlined in the Union’s strategic plan.
* To contribute and assist in the Union’s planning processes and the review of its performance and systems.
* Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
* To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
* To undertake your own typing, filing, photocopying etc.
* Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
* To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students’ Union.
* A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Fresher’s and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students’ Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
* Where you are required to work with volunteers you must support and manage them appropriately in line with the Students’ Union volunteer policy
* Environmental consideration and environmental best practice is the responsibility of all Students’ Union staff

Any other tasks that would be deemed suitable within this role as directed by line manager

**PERSON SPECIFICATION**

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| **CRITERIA** | **Application** | **Interview & Task** |
| **EXPERIENCE** |  |  |
| Experience of working in Higher Education/Cultural Sector/with young people  | ✓ |  |
| Leading and managing a successful team  | ✓ | ✓ |
| Working with volunteers or elected individuals to help shape their opinions and views | ✓ | ✓ |
| Partnership development and relationship management within the sporting, cultural or Higher Education sectors | ✓ |  |
| Experience of project management  | ✓ | ✓ |
| Learning from mistakes | ✓ | ✓ |
| **KNOWLEDGE** |  |  |
| An understanding of the potential that the of role Sport plays in the student experience, in students’ unions, at universities and wider HE sector | ✓ | ✓ |
| An understanding of the role sport plays in students gaining employability skills | ✓ | ✓ |
| Understanding of Sport England and the sporting offer in London  | ✓ | ✓ |
| Wider understanding of the Student movement and the current HE sector | ✓ |  |
| **ATTRIBUTES AND SKILLS** |  |  |
| Experience communicating effectively with a range of diverse audiences, both verbally and in writing | ✓ | ✓ |
| Excellent Relationship building skills including networking, and partnership building | ✓ | ✓ |
| Problem solving skills and an entrepreneurial approach | ✓ | ✓ |
| The ability to work effectively in a team | ✓ | ✓ |
| The ability to create and maintain strong working relationships | ✓ | ✓ |
| The ability to create operationally valid work for yourself and others | ✓ | ✓ |
| Self-motivation and self-reliance | ✓ | ✓ |
| **VALUES AND ETHICS** |  |  |
| Passionate about sport and getting others active  | ✓ | ✓ |
| Desire to work within a democratic, student-led environment | ✓ | ✓ |
| Understanding and commitment to equal opportunities |  | ✓ |
| Desire to work within organisation servicing a culturally diverse membership | ✓ |  |
| Show resilience, stamina and determination to sustain performance when under pressure from a highvolume of work and conflicting priorities | ✓ | ✓ |
| Demonstrably high standards of personal integrity |  | ✓ |
| A willingness to occasionally work beyond traditional office hours | ✓ |  |