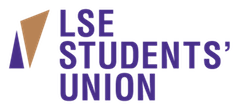
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**JOB DESCRIPTION**

**SPORTS DEVELOPMENT COORDINATOR**

**Responsible for:** Sports Club Student Volunteers (1000+), Athletics Union Student Volunteers (10+), Athletics Union President and Sports Ambassadors (30+)

**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:** £25,374

**JOB PURPOSE**

1. **Coordinate Sports Clubs, the Athletics Union (AU) and elite sport at LSE.**
2. **Contribute to the Student Activities Department’s strategic and operational planning**
3. **Responsible for Sports Club Volunteers, Athletics Union volunteers, and operational support for the Athletics Union President and the Activities & Development Officer**
4. **Assist in the coordination of other student activities including Societies**

**KEY RESPONSIBILITIES**

1. **Coordinate Sports Clubs, the Athletics Union (AU) and elite sport at LSE**

* Responsible for coordinating fixtures for LSE Clubs
* Responsible for meetings and non-social events involving all or groups of Sports Club/AU Volunteers - including maintaining records of meetings
* Coordinate budget application, budget planning & allocation, and risk assessment process for Sports Clubs and the AU
* Coordinate and improve administrative systems including room bookings for old gym & Badminton courts, travel, finance, and facilities hire for Sports Clubs/AU
* Coordinate the set-up of all new Sports Clubs and athletic activities
* Coordinate elections for Sports Club volunteer positions and attend committee meetings where required
* Coordinate LSE Sport Ambassador elite sports programme
* Recruit, train and manage student staff to support the elite sport programme and fixture coordination
* Liaise with external partners to seek new sports and activities related opportunities for students
* Liaise with University staff and other relevant external parties to share/seek information in relation to Sports Clubs and the AU

1. **Contribute to the Student Activities Department’s strategic and operational planning**

* Provide information relating to Sports Clubs and the AU for key reports and meetings as required
* Contribute to the Student Activities Department’s strategic planning by putting forward evidence based ideas for improvements to Sports Clubs, the AU, and other athletic activities
* Contribute to the Student Activities Department’s operational planning by planning the tasks and events relating to Sports Clubs and the AU

1. **Responsible for Sports Club Volunteers, Athletic Union volunteers, and operational support for the Athletic Union President and the Activities & Development Officer**

* Responsible for supporting Sports Club and AU volunteers
* Responsible for providing volunteers with up to date guidance on systems and processes relating to Sports Clubs and the AU
* Responsible for advising Sports Club/AU volunteers on matters including increasing membership, increasing funding, increasing activity, dealing with issues and challenges, coaching, and dealing with their membership
* Responsible for advising Sports Club/AU volunteers on specific events or projects including Sports Day and Welcome Party
* Responsible for supporting the Athletic Union President and the Activities & Development Officer on matters relating to Sports Clubs and the AU

**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

**JOB SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **Application** | **Interview & Task** |
| **EXPERIENCE** |  |  |
| Previous experience of working in a front line role co-ordinating Student Clubs and Societies at a University | ✓ | ✓ |
| Supporting volunteers or elected individuals to help them achieve their goals and ambitions | ✓ | ✓ |
| Experience of budget management | ✓ | ✓ |
| **KNOWLEDGE** |  |  |
| An understanding of the role Sports Clubs play in the student experience, in students’ unions, at universities and HE sector | ✓ | ✓ |
| Working knowledge of BUCS and BUCS fixtures | ✓ | ✓ |
| Current understanding of best practice in Health and Safety procedures and policies relating to Student Sport | ✓ | ✓ |
| **ATTRIBUTES AND SKILLS** |  |  |
| Experience communicating effectively with a range of diverse audiences, both verbally and in writing | ✓ | ✓ |
| The ability to work effectively in a team | ✓ | ✓ |
| Excellent customer service |  |  |
| The ability to create and maintain strong working relationships, particularly with student volunteers | ✓ | ✓ |
| Self-motivation and self-reliance | ✓ | ✓ |
| **VALUES AND ETHICS** |  |  |
| Desire to work within a democratic, student-led environment | ✓ | ✓ |
| Understanding and commitment to equal opportunities | ✓ | ✓ |
| Show resilience, stamina and determination to sustain performance when under pressure from a high  volume of work and conflicting priorities | ✓ | ✓ |
| Demonstrably high standards of personal integrity | ✓ | ✓ |