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It is in a banner as a heading only and contains no other information.

Job Description heading

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**Job title:** Sport Development Officer (Recruitment & Development)

**Post number:** SO5310

**Reports to:** Deputy Head of Sport (Development and Delivery)

**Department/School:** Student Operations and Support (Sport Brighton)

**Location:** Brighton, Falmer

**Grade:** 5

**Purpose of the role**

Coordinate performance sport development, identify performance sport growth capacity and target student athlete recruitment to meet department strategic aims.

Boost student employability through the development and implementation of a workforce placement offer to meet the demands of the University and local community.

**Line management responsibility for:**

Student Interns

Sport Club Coaches (30+)

This role will have day-to-day responsibility of supervision, setting tasks/ responsibilities/objectives, undertaking Staff Development Reviews, agreeing annual leave etc. Responsibility for performance issues will lie with the Deputy Head of Sport.

**Main areas of responsibility:**

* Provide performance sport services to University sport scholars, high level student sports clubs and external partners
* Student Athlete recruitment – identify gaps in performance, create and manage recruitment partnerships (locally, nationally and internationally).
* Act as first point of contact for recruitment agencies and actively target prospective student athletes to aid postgraduate and undergraduate recruitment conversion via direct engagement strategies.
* Act as departmental Dual Career Co-ordinator to ensure athlete performance and academic goals are met; maintain University of Brighton Dual Career Accreditation via Talented Athlete Scholarship Scheme.
* Lead on departmental projects that make Brighton the university of choice through Widening Participation (WP) support.
* Development and co-ordination of a community outreach programme in conjunction with WP targets.
* Creation of a comprehensive club development plan to ensure club committee development and student career professional development, health and safety, performance targets, community engagement.
* Facilitate a programme of sport for all; Inclusion, equality and diversity, hardship funding.
* Manage the development of the performance sport coaches and seek to further develop student intern/volunteer opportunities by creating beneficial links to academic courses, thus enhancing student employability.
* Creation and management of a coach development pathway; recruitment, CPD, mentoring and deployment.
* To lead on sports club health and safety, applying acquired knowledge in this area to meet legal requirements and ensure sports club compliance to National Governing Body Guidelines.
* Create mutually beneficial partnerships to contribute to service development and income generating opportunities.
* Participate in working groups and projects groups, as appropriate and represent Sport Brighton at meetings if required.
* Actively participate in the Sport Development team, taking on special projects from time to time, making a positive contribution to team-wide issues and ensuring work compliments other areas of the department.

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

### Person Specification heading This is a heading only and contains not other words or text.

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**).

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| --- | --- | --- |
| **Essential criteria** |  | **A, I, E** |
| **Knowledge, skills, and abilities** | * Demonstrable knowledge of the student recruitment landscape and factors affecting international student recruitment * Knowledge and practical application of equality and diversity processes to implement fair access for all to physical activity * Good knowledge of health and safety legislation and implementation in a sport club setting * Ability to effectively manage relationships, projects and partnerships to help achieve strategic aims * Listens well and considers others’ needs and perspectives. * Shows awareness of the need to ensure equality of opportunity, able to communicate difficult information of a specialist nature in a clear understandable way; * Understands the importance of professional customer care attitude, demonstrates a professional and confident manner. * Exemplary communication skills, both written and verbal; * Ability to effectively use Microsoft word packages to monitor, track and report on projects * Uses time efficiently; meets priorities and deadlines with minimum of supervision; * Adaptable, prepared, positive and creative in response to change. Committed to self-development; | **A,I**  **I**  **A,I**  **I**  **I**  **A**  **I**  **I**  **A,E**  **I**  **A,I** |
| **Qualifications** | * Relevant professional qualification such as a sports or management related degree * Talented Athlete Support in Transitions and Education (TASTE) and/or Talented Athlete Lifestyle Support (TALS) accredited, or the ability to achieve within 6 months. * Leadership and Management qualification * Coach Mentoring qualifications.or relevant experience | **A**  **A**  **A**  **A** |
| **Experience** | * Experience of working with International student athlete recruitment agencies * Demonstrable experience of supporting student club development; including setting performance targets and workforce development * Experience of managing or delivering community engagement projects | **A**  **A,I,E**  **A,I** |
| **Managing people** | * Experience of the day to day supervision, work monitoring and development of staff and volunteers. | **A,I** |
| **Physical demands and/or other requirements** | * Ability to travel to a variety of external sites within reasonable timescales and transport materials for activities. * A DBS check will be required for this role. | **A**  **A** |

Additional Information - this is another heading. 

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| --- | --- | --- | --- |
|  | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* The nature of this role will mean that a DBS check will be required.

Date: **December/2021**