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**Job title:** Sports Club Coordinator

**Reports to:** Deputy Head of Sport

**Department:** Student Operations and Support

**Location:** Falmer

**Grade:** 4

**Purpose of the role**

Working within the Sports Development Team supporting student sport and activity opportunities, the principal role of the Sports Club Coordinator is to work closely with over 50 student clubs in supporting and developing the co-ordination and planning of their activities across a spectrum of different sporting disciplines, assisting the Deputy Head of Sport with budgetary record keeping, processing, planning and making purchases in relation to club activities.

The role will also provide logistical and responsive coordination of a complex weekly student fixtures (30+ weekly), training and events programme. The role will be expected to be the first point of contact for both student sport committees and general student sporting enquiries, this may involve travelling to other sites.

**Line management responsibility for:** None for this role

**Main areas of responsibility:**

* To coordinate and organise the weekly sports fixtures, including arrangement of transport, accommodation, facilities and match officials for over 400 students each week during the playing season. Using technical knowledge and experience of multiple sports disciplines.
* Managing the university’s team and individual competition entries with an awareness of budget and meeting strategic aims.
* To undertake monitoring of the BUCS fixture expenditure and income through the maintenance of a summary spreadsheet bringing recommendation for change to ensure value of money and continuation of service standards.
* To undertake purchase orders for all sports club departmental expenditure in a timely way.
* Experience of managing and supporting volunteers.
* Acting as a key contact on behalf of the University for external organisations such as other universities, transport providers and officials.
* To work as part of a team to coordinate and deliver Sports Federation related activities such as Freshers Fair bookings, committee training day, Sports Federation awards, team photos and varsity events.
* To assist with student sports club development including involvement in gaining feedback and end of year action planning.
* Collect, collate and present service statistics, reporting back to the Deputy Head of Sport to assist in identifying possible improvements in services and/or service delivery and taking action when agreed.
* To participate in working groups, project groups and committees, as appropriate and to represent Sport Brighton at such meetings if required.
* To provide a customer-focused information and reception service. Responding to student need and feedback
* To assist with the provision of publicity and information relating to the service including the production of printed and electronic based materials, assisting with Freshers week as appropriate.
* To assist student club members with matters relating to sports club health and safety, applying acquired knowledge in this area to meet legal requirements.
* 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 is joined-up with 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 and Diversity 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

The person specification:-

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| **Essential criteria** | **Examples** | **A, I, E** |
| **Knowledge/ Skills and Abilities** | * A good understanding and appreciation of customer service principles and an ability to work within a busy environment. * Proficiency with the Microsoft suite of packages (Word, Excel, Outlook, PowerPoint) * An understanding of health and safety legislation and practice. * The ability to produce clear, concise and accurate written and oral communication. * Able to analyse logistical issues, plan and problem-solve, on own initiative. * Ability to track, monitor and forecast financial expenditure * Strong and systematic methods of working; works efficiently; meets agreed priorities; ability to plan and prioritise work several weeks ahead | **A, I**  **E**  **I**  **A, I**  **E**  **A**  **A, I** |
| **Qualifications** | * Maths and English Language qualification equivalent to GCSE level. * First Aid Qualification or willingness to work towards * Coaching and/or officiating qualifications | **A**  **A**  **A** |
| **Experience** | * Experience of sports club fixture administration (Ideally in a University setting) * Experience of working collaboratively in a small team, sharing knowledge and respecting experience and capabilities of others; flexible, co-operative, helpful; appreciates own strengths and weaknesses. * Experience of supporting volunteers * Experience of completing financial processes e.g. raising purchase orders, tracking spend, paying officials | **A, I**  **A, I**  **A**  **A** |
| **Other requirements** | * Able to use display screen equipment extensively, in accordance with health and safety requirements. | **I** |

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* 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, are pro-rated for part time employees.

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| **Grades** | **Basic entitlement per year** | **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 |

* 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)