

Candidate Information

Position:	Sports Clubs Development Officer
School/Department:	Student Plus
Reference:	18/106924
Closing Date:	Monday 12 November 2018
Salary:	£24,028 - £27,831 per annum (potential to progress to £29,514 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Monday 26 November 2018

JOB PURPOSE:

The post holder will be responsible for assisting in the implementation of the Clubs and Societies Strategy within the overall context of the Students' Union Strategic Plan and the Queen's Sport Strategy. Working alongside staff colleagues in the Students' Union (including elected student officers) and Queen's Sport, to assist in the development of the sports clubs at Queen's.

MAJOR DUTIES:

1. To act as the main point of contact for queries from approximately 55 sports clubs at Queen's, providing advice and assistance to sports clubs as required.
2. To co-ordinate a programme of regular developmental training for sports club administrators at Queen's, over and above the mandatory training completed by all clubs and societies that will provide the opportunity for clubs to engage in the Queen's Sport student club pathway model. Regular reviews and training needs analysis to be carried out to ensure the training meets the needs of the clubs which will ultimately assist with the retention and growth of all sports clubs including an increase in international student participation.
3. Liaise with the sports clubs to ensure they are adhering to the Students' Union's Constitutional requirements.
4. Implementation of the Queen's Sport Student Club Pathway model, supporting clubs to develop along the pathway, which includes 3 strands; Academy, Development and Participation.
5. Assist in assessing grant applications and disbursing funding to Queen's sports clubs and proactively assist with identifying opportunities for clubs to fundraise.
6. Provide effective advice and support to Clubs and Societies to ensure that they operate within the policies, procedures and strategies of the Students' Union and Queen's Sport; to include, but not be limited to: Statutory, Financial and Insurance Regulations; Health and Safety Policies and Procedures; Procurement Guidelines; Marketing Guidelines; Conduct Regulations; GDPR; Freedom of Information Policy; and Equality and Diversity.
7. To provide expertise and support to student leaders in coordinating sporting activities, empowering, challenging and supporting student leaders to further their personal development.
8. Assist the Clubs and Societies Co-ordinator in collating and maintaining databases and records of student groups, memberships and key internal and external contacts, ensuring that this information is up-to-date, secure and held in compliance with GDPR guidelines. This includes club's membership lists, committee lists and the Queen's On-line student database, as well as the effective archiving of key club records and reports.
9. Assist the Participation and Well-being Manager to promote an active campus model working with and as part of a wider participation team to engage non-active and hard to reach students in participation sports programmes.
10. Assist, as part of a team, with the planning, organisation and delivery of key University-run events, including the Freshers' and Refreshers' Fairs, the Students' Union Awards, the Annual Blues Sports Awards, the Boat Race, Sports Taster Sessions, Intersports events etc.
11. To maintain an awareness of opportunities for sports clubs to participate in competitions run via external associations and organisations including the British Universities and Colleges Sport (BUCS) and Student Sport Ireland (SSI).

12. Alongside the Operations Manager, carry out regular safety checks on equipment used by sports clubs, with equipment inventories updated on a regular basis. Regular checks to also be carried out on storage areas to ensure safe storage of sports club equipment.
13. Regular monitoring of requirements relating to the minimum standards of qualifications for club coaches, compiling and updating records of coaches and their qualifications.
14. Monitoring of club bookings regarding the use of Queen's facilities including the PEC and Upper Malone.
15. Promote up to date results of all fixtures, competitions and events through a range of social media outlets, as well as effectively promoting the activities and achievements of the sports clubs at Queen's.
16. Work with staff and student officers to increase participation in student clubs, with a 'sport for all' approach to student participation. Encourage sports clubs to get involved in SU and Queen's Sport run initiatives such as included within the Student Wellbeing Strategy.
17. Ensure each student engaging in sports activity is aware of Degree Plus and has the opportunity to sign up to Degree Plus in order to get recognition for their activities.
18. Support the relevant Students' Union Council Committee, and other relevant committees, providing progress reports as and when required.
19. Any other duties commensurate with the post that feed into the delivery of Participation Sport annual aims and objectives.

Planning and Organising:

1. Effective planning of duties and tasks to ensure effective delivery.
2. Use discretion to determine priorities and resolve conflicts to meet targets and deadlines.
3. Implement plans, taking into account issues such as cost and timescale to ensure effective operation on a day to day basis.

Resource Management Responsibilities:

1. Take delegated responsibility for budgets/resources/equipment for sports clubs by following established procedures.

Internal and External Relationships:

1. The post holder will be required to liaise with Students' Union and Queen's Sport staff, elected student officers, student members, University staff as appropriate, external agencies and other public representatives.

ESSENTIAL CRITERIA:

1. Relevant academic/vocational qualifications at ONC/OND, A Levels, NVQ 3 level in relevant subject (or equivalent).
2. Minimum of 4 years' recent relevant experience in a paid or voluntary capacity, in a range of environments including schools / clubs / community / third level settings.
3. Good demonstrable knowledge of sporting clubs or individual sporting activity including at higher education and secondary education levels.
4. Experience of organising training / induction sessions.
5. Experience of working with students or young persons in a one-to-one capacity.
6. Previous recent relevant administration experience.
7. Demonstrable experience of providing excellent customer service.
8. A knowledge and understanding of the benefits of extra-curricular activities to students.
9. A broad knowledge of essential legislative issues such as health and safety etc.
10. Well-developed IT skills to include Word, PowerPoint, Excel, Access and web.
11. Excellent written and verbal communication and interpersonal skills.
12. Ability to work on own initiative as well as part of a team.
13. Excellent interpersonal skills, able to build relationships with people at all levels.
14. Well-developed time management skills including the ability to set and meet deadlines and to prioritise work.
15. Ability and willingness to, where required, work flexible hours to meet the needs of the service (i.e. evening, weekend, public holiday work).

DESIRABLE CRITERIA:

1. HND or University degree in academic field relevant to the duties of the post
2. Experience of working within a democratic or membership environment (including local government, the voluntary or charitable sector and, in particular, universities or students' unions).
3. Experience of working in partnership with or alongside elected representatives.
4. Experience of supporting student involvement in extra-curricular activity.