

Candidate Information

Position:	Sports Development Assistant - Performance
School/Department:	Queen's Sport
Reference:	19/107920
Closing Date:	Thursday 21 November 2019
Salary:	£18,342 to £21,236 per annum.
Anticipated Interview Date:	Tuesday 3 & Wednesday 4 December 2019

JOB PURPOSE:

The post holder will assist the Performance Sport Manager and other Queen's Sport staff and volunteers to administer, co-ordinate and support the delivery of Performance Sport programmes, projects and initiatives. Working as part of a team to improve sports performance at the University for elite athletes, Academy and Bursary students and performance level teams.

MAJOR DUTIES:

1. Provide administrative support to the staff within Queen's Performance Sport by producing a range of documents, including planning and record keeping, that will underpin work across the area.
2. Provide operational support for the core functions within Queen's Sport and, in particular, the Elite Athlete Programme (EAP), Sports Academies, Bursary Programme and performance teams (where appropriate), working to established processes and procedures to ensure tasks are completed within set timescales.
3. Assist with the enrolment of students through EAP and other Academy and Bursary related application processes. Maintain and update databases and applications tracking student information.
4. Process purchase orders, invoices and expense claims and assist in the monitoring of relevant budgets through the University's financial system (QFIS).
5. Monitor, order and maintain equipment and supplies sufficient to meet the normal requirements of the various programmes and initiatives following established procedures.
6. Manage the diary/diaries of staff and student scholars ensuring that all appointments and meetings are clearly recorded. Book meeting rooms and other facilities accordingly.
7. Maintain up to date digital records of student performance and engagement within performance programmes. Prepare reports of all information relevant to student athlete performance for Queen's Sport staff.
8. Deal with routine enquiries from student, staff and visitors (i.e. by telephone, written correspondence, in person) and provide them with the relevant information or refer more complex, non-standard queries to the appropriate member of staff.
9. Provide assistance for all programmes, functions and events (e.g. conferences, exhibitions and major promotional events) within Queen's Performance Sport. This might include arranging travel, hospitality, and registration of delegates, event bookings and event feedback.
10. Work closely with Queen's Sport staff to support the delivery of the marketing plan for all performance sport activity across a broad spectrum of online platforms. This includes promoting fixtures and results internally and externally and to promote programmes from a recruitment perspective.
11. Carry out any other duties which are appropriate to the post as may be reasonably requested by the line manager.

Planning and Organising:

1. Prioritise, plan and organise own work within set parameters to ensure operational efficiency.
2. Ensure adequate forward planning and co-ordination to meet the specific needs of each programme and initiative.
3. Refer to more senior colleagues for prioritising and scheduling of non-standard work.

Resource Management Responsibilities:

1. Monitor and replenish levels of stocks/stores of equipment and supplies following set ordering procedures.
2. Monitor and take responsibility for small scale resources/cash.

3. Guide and support junior colleagues in own area in use of basic equipment, procedures etc.
4. Assign tasks to volunteers, coaches etc. and ensure tasks are completed and on time.

Internal and External Relationships:

1. Daily contact with line manager, work colleagues and University staff.
2. Contact, as appropriate, with National Governing Bodies of Sport and other partners.
3. Deal with athlete/student/public enquiries, using knowledge and experience.
4. Liaison with the Students Union and other University offices students and outside bodies.
5. Assist with the management of partnership arrangements as appropriate.

ESSENTIAL CRITERIA:

1. A minimum of five GCSEs at Grade C or above (or equivalent) to include English Language and Mathematics or NVQ Level 2 Administration or equivalent.
2. A minimum of two years (demonstrable) recent relevant work experience in an administrative environment to include evidence of the following:
 - Working on multiple tasks/projects, managing own workload from start to finish and reacting to changing priorities
 - Using databases/spreadsheets to analyse data and to present results on excel accurately
 - Carrying out a range of complex administrative duties which involve using initiative and making decisions
 - Delivering work in line with agreed quality standards, guidelines and procedures
 - Utilising social media platforms for promotion purposes.
3. IT literacy and ability to use computer packages relevant to area of work.
4. Numerate and accurate when working with figures and handling payments.
5. Ability to maintain and issue stock items.
6. Ability to record, store and retrieve information.
7. Capacity to create and deliver presentations to bespoke audiences, e.g. Students, coaches, etc.
8. Ability to be customer focused and exceed client needs / expectations whilst managing workloads with minimal supervision.
9. Establish and maintain effective working relationships in a team environment.
10. Flexible, willing to adapt to new tasks and duties.
11. Ability to make decisions and to plan and prioritise.
12. Full driving license.
13. Work evenings, weekends and public holidays if an event is scheduled.

DESIRABLE CRITERIA:

1. A third level qualification to degree level.
2. A minimum of 1 year working a performance sport environment.
3. An understanding of delivering sports programmes within a university setting.