

Candidate Information

Position: Sports Clubs Development Officer
School/Department: Students' Union
Reference: 23/111223
Closing Date: Monday 2 October 2023
Salary: £28,539 - £33,642 per annum
Anticipated Interview Date: Thursday 12 October 2023

JOB PURPOSE:

The post holder will be responsible for assisting in the development of 55+ student-led Sports Clubs at Queen's, in alignment with the Students' Union Strategic Plan, and in support of the Queen's Sport Strategy for Sport. The post holder will work closely with student committee members to assist in the development of their Clubs, as well as working alongside staff colleagues in the Students' Union (including elected student officers), Queen's Sport and other relevant departments of the University.

MAJOR DUTIES:

1. To act as the main point of contact for queries from 55+ Sports Clubs at Queen's, providing timely and accurate advice and assistance on a day-to-day basis.
2. To co-ordinate a programme of regular developmental training for Sports Club members at Queen's, to include both mandatory induction training and specialised sessions to align Clubs with the Queen's Sport Club Pathway Model. This will include regular reviews and training needs analysis to ensure that all Clubs' training needs are met.
3. To assist in assessing grant applications and disbursing funding to Queen's Sports Clubs and proactively assist with identifying opportunities for Clubs to fundraise.
4. To provide effective advice and support to Clubs to ensure that they operate within the policies, procedures and strategies of the Students' Union and University; to include, but not be limited to: requirements laid out in the Students' Union Constitution, Statutory, Financial and Insurance Regulations; Health and Safety; Procurement; Marketing; Conduct; Data handling; and Equality, Diversity and Inclusion.
5. To assist in the implementation of the Queen's Sport Club Pathway Model by providing expertise and support to Club committees in coordinating sporting activities, creating development plans, and increasing student participation in sport.
6. To assist the Clubs and Societies Manager 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.
7. To collaborate closely with Queen's Sport staff to promote an active campus model; to engage non-active and hard to reach students in participation sports programmes; and to support student Clubs making use of Queen's Sport facilities (inc. using equipment and making facility bookings).
8. To assist, as part of a team, with the planning, organisation and delivery of key student engagement events, including year-round Club engagement initiatives, the Freshers' and Refreshers' Fairs, the Students' Union Awards, the Blues Sports Awards, the Boat Race, Sports Taster Sessions, etc.
9. 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).
10. To regularly monitor requirements relating to the minimum standards of qualifications for Club coaches, and compiling and updating records of coaches and their qualifications on an annual basis.
11. To support the operational and democratic functions of the Students' Union, including producing relevant reports, participating in committee meetings, and supporting Clubs' use of SU facilities and resources.
12. Any other duties commensurate with the aims and objectives of the post.

ESSENTIAL CRITERIA:

1. Relevant academic/vocational qualifications at ONC/OND, A Levels, NVQ Level 3 in relevant subject (or equivalent) OR substantial relevant work experience in a similar environment working at the required level.
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. Strong demonstrable knowledge of sporting club operation or development, 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. A broad knowledge of essential legislative issues such as health and safety and safeguarding.
8. Demonstrable experience of providing excellent customer service.
9. A knowledge and understanding of the benefits of extra-curricular activities to students.
10. Ability to work on own initiative as well as part of a team.
11. Well-developed IT skills to include Word, PowerPoint, Excel, Access and web.
12. Excellent written and verbal communication and interpersonal skills.
13. Well-developed time management skills including the ability to set and meet deadlines and to prioritise work.
14. Ability and willingness to, occasionally work outside normal hours to meet the needs of the service (i.e. evening, or weekend hours).

DESIRABLE CRITERIA:

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