JOB DESCRIPTION

Job Title: Sport Participation Officer

Department / Unit: Active Lifestyle and Sport

Grade: 5

Accountable to: Sports Experience Manager

Accountable for: Social League Coordinators and Activators

Purpose of the Post

We are seeking an enthusiastic person to join the Active Lifestyle and Sport department. The post holder will contribute to the success and reputation of the College’s Active Programme with particular responsibility for core administration, logistical planning, volunteer coordination & training, marketing of the programme, as well as collecting and evaluating data from participants.

Working as part of a team, you will be flexible, with good communication and interpersonal skills. You will also be highly motivated, enthusiastic and have the ability to work unsupervised and use your own initiative.

With strong administrative skill with the ability to be working on a number of project at one time, as well as good knowledge of Higher Education sport and recreational sport programmes.

Key Tasks

1. Responsible for planning, delivering and coordinating the Active Programme, aiming to increase casual student participation in sport across Social Leagues, weekly recreational sessions, and ad hoc events.

2. Managing the day to day relationships between facility partners and the College. This will include bookings, payments and any operational issues.

3. Managing allocated budgets to deliver and being able to work towards revenue targets.

4. Effectively using leisure management systems to monitor and record participation output data of the programme, which will be reported into department KPIs.

5. Working with Communications department to complete marketing & promotion through various mediums to engage the student body (social media, web, print).
6. Working collaboratively with other internal departments and external partners to assist in delivery of the Active Programme.

7. Recruiting, training, and managing student staff & volunteers that will support the delivery of the Active Programme.

8. To be responsible along with the Sports Experience Manager of the Health & Safety aspects of the programme delivery.

9. Any further duties, which may reasonably be required by the line manager or Head of Department commensurate with the grade

<table>
<thead>
<tr>
<th>Other Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.</td>
</tr>
</tbody>
</table>

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.