RUGBY CLUSTER OFFICER

Job Description and Personal Specification
WHO ARE WE?
Part business, part charity, part membership body – students’ unions are all seriously fun places to work. They are organisations in their own right. Professionally run, but different. Professional teams support Elected student leaders so as they make change, improve lives and fulfil potential, we help make it happen.

The Union of Brunel Students is one of more than 550 students’ unions across the country. And with more than 13,000 members, 150 clubs and societies, a huge range of services and a bold strategy, we’re one of the most exciting.

WHAT’S THE JOB?
The Rugby Cluster Officer role will organise, promote, engage and deliver new and existing opportunities for students to play and support rugby at both a semi competitive and social level. You will deliver and support a programme that increases participation and retention levels, whilst ensuring that the rugby offer on campus is safe and inclusive, and that it provides a great student experience to all.

WHO YOU ARE
Someone energised and enthusiastic about rugby, and passionate about encouraging more people to get active and play the game.

A great communicator both in person and online, you will be able to drive participation figures and provide a great rugby experience to all involved, whatever their aims or aspirations.

A self-starter, with coaching and delivery experience, who is able to hit the ground running and develop an offer that achieves the agreed targets.

WHY APPLY?
Because you’re excited by the challenge!

The exact opposite of corporate, we’re progressive, creative individuals working to make a difference in unconventional workplaces. In return for your passion and experience we offer the flexibility for work-life balance, a competitive salary for the non-profit sector and excellent holiday allowance. We’re committed to equality of opportunity for all. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender, or disability status. We want to support diverse and inclusive work environments and are actively looking for people who share our values.
Recruitment Timetable

Close of Applications: Sunday 19th August 2018
First Interviews: Friday 24th August 2018

How to apply:

Please return your completed form to:

Union Recruitment, Union of Brunel Students, Kingston Lane, Uxbridge, Middlesex, UB8 3PH
or alternatively email your application to ubs.recruitment@brunel.ac.uk
Tel 01895 269269   Fax: 01895 269699

For an informal discussion about this role call Francesca Stirling, Student Activities Manager on
01895 266900 or alternatively email: francesca.stirling@brunel.ac.uk

Job Summary

Rugby Cluster Officer – Brunel University London & Royal Holloway, University of London

Job Title: Rugby Cluster Officer

Responsible to: Student Activities Manager, Union of Brunel Students

Grade: Spinal Points 13 to 17, starting salary of £22,016 (inclusive of £2166 per annum London Weighting)

Hours of work: Hours as necessary for the satisfactory completion of duties. Core hours 37 hours per week. Some evening and weekend work may be required from time to time

Contract: One-year fixed term contract (to be reviewed on an annual basis with the anticipation of a 3-year contract)

Location: The role will operate across the University Cluster made up of Brunel University London and Royal Holloway, University of London

Date of job description: August 2018
As part of the Strategic Planning process we redefined our Mission, Purpose and Values.

**Our Mission**
We deliver on our core purpose through 4 main areas of operation:

1. **Advice and support** - helping individual students find solutions to personal challenges and overcome barriers to getting the most from their time at university.
2. **Student voice** – ensuring that the views and needs of students influence decision making at the university and beyond.
3. **Student led activities** – encourage and enable students to establish and join active communities based on shared interests and values.
4. **Commercial services** – delivering financially sustainable social experiences that reflect our values, increase our self-sufficiency and make everyday life better for students. Generating income through external partnerships and investment to support our activities.

**Our Purpose**
The Union exists to ensure that every Brunel student has the opportunity to enjoy, challenge, influence and benefit from all aspects of their studies and the wider student experience.

**Our Values**
Membership Driven, Ambitious, Empowering, Accessible and Integrity.
Core Union Activities

Advice and Support
The ARC (Advice and Representation Centre) is our free, independent and confidential student advice service. We offer support and guidance on a wide range of issues: pastoral such as housing, sexual health and finance; institutional – disciplinary and appeals. In 2011/12 we helped and supported over 1,200 student clients.

Student Voice
We work to ensure that democratic values are at the heart of all we do – we are a truly student led organisation. The central aspects of this are student leadership through four full time Student Officers and IO student Chairs, plus the Student Representative System. We recruit, train and support the Student Reps from all levels of study across all academic schools. These Reps ensure the student voice is heard in the development and improvement of their courses.

Student Led Activities
From facilitating over 140 Sports Clubs and cultural Societies to opportunities to work in the local community, the Union devotes significant time and resource into empowering and enabling our membership to lead pro-active, purposeful and enjoyable lives outside of their academic work. Combined Sports and Societies membership was over 5,500 this year taking part in a wide range and variety of competitions and events. Recent successes have been achieving Beacon Status by the Lawn Tennis Association, Mens’ cricket promotion to the Southern Premier League and coming 2nd highest ranked London University in the BUCS League (British University College Sport- national and regional leagues). We also host the major campus engagement activities from the traditional Freshers’ Week to One World Week.

Commercial Services
The Union provides quality pub, dining and nightclub facilities with strong ethical principles and safety standards at the heart of all our operations. Our audience is diverse and our events programming aims to reflect that. We also trade on-line and we work closely with external clients to promote their products or services to our members through our print and on-line media. These activities provide a valuable income stream and provide great value deals for our membership.
Engagement with off-Campus Stakeholders
We promote and encourage a wide variety of engagement with off-campus stakeholders from local food suppliers holding stalls on campus to organised activities with local schools - we were the first Students’ Union to Host the Olympic Torch Tour in September 2011 with six local schools involved throughout the day. Our Student led Teaching Awards campaign attracted significant attention from the national NUS movement and gave us a fantastic opportunity to represent the student voice and influence change in Higher Education at a national level. Many of our sports clubs take part in coaching schemes within the local community – with students developing and consolidating their own coaching skills whilst helping local children get involved and enjoy sport. In 2001 “Town and Gown” was set up to focus on relationships between the University, Students’ Union, Students and the Local Community. All of these initiatives build bridges, improve relationships and enable all the stakeholders to live within and contribute positively to the local community.

Personal Development
One of the Unions’ core Charitable objects is “providing social, cultural, sporting and recreational activities and forums for discussion and debate for the personal development of it’s members’ and therefore the opportunities for individual personal development flow through all of our activity. We provide the opportunities for development of a range of key transferable and interpersonal skills: leadership, team working, fundraising, budgeting and campaigning.

Student Demographics at Brunel University

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<tr>
<th>Ethnicity &amp; Gender</th>
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<tr>
<td>Total Student Number</td>
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<td>2016/17</td>
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Union Departmental Structure

Chief Executive

Director of Operations
- Communications
- Venues
- Central Administration
- Contracted Services
- Events

Head of Education and Advocacy
- Advice & Representation
- Student Voice

Director of Finance
- Human Resources & Development
- Student Activities
**Job Function**
To organise, promote, engage and deliver new and existing opportunities for students to play and support rugby at both a semi competitive and social level, with variations of the game for both male and female participants.

Deliver and support an offer that increases participation and retention levels, whilst ensuring that the rugby offer on campus is safe and inclusive and provides a great student experience to all students whatever their abilities or aspirations.

This role will operate across the University Cluster made up of Brunel University London and Royal Holloway, University of London. The role will work to an agreed set of KPI's and time will be split evenly across the two institutions.

**Main duties and responsibilities**

• Work with colleagues within the University Cluster (Brunel University London & Royal Holloway, University of London), to plan, co-ordinate and deliver the RFU University Cluster objectives.

• To report to and attend the University Cluster working group. Link with the RFU on key aims and objectives for the project.

• Deliver regular social and recreational rugby sessions on campus that appeal to, and engage, new participants, and those returning to the sport.

• Build a relationship with the student rugby club and the committee, to help them to deliver a safe and inclusive playing environment for all students.

• Increase numbers through recruitment and retention of players, ensuring that players of all abilities and aspirations have a great student experience and can access an offer that meets their needs and desires.

• Where applicable, support the development of new rugby teams on campus, ensuring that they have access to the appropriate levels of coaching, facilities, equipment and playing opportunities.

• Create and manage formalised links with local rugby clubs to provide additional rugby opportunities for students and graduating students.

• Monitor, evaluate and report on the success of each element of the rugby programme via the RFU’s Game Management System and internal systems within the institutions.

• Engage graduating and recently graduated students, and report on retention rates, linking them with the RFU university leavers system and referee programmes to extend the rugby union workforce within the cluster.
• Recruit, train and mentor volunteers, with the support of the University Cluster and the RFU, to enable them to help run and deliver the rugby participation initiatives on campus.

• To contribute to the development of University Rugby using specialist knowledge at relevant events such as Fresher’s Fair, Trials, Welcome Events etc.

• To support the University Cluster with regards to accessing RFU funding and other support opportunities that would benefit the rugby programme on campus.

General

• To be aware of the necessary Health and Safety policies, legislation and best practice, as practiced within the University Cluster and RFU.

• To work within the procedures and codes of practice of Brunel University London, and Royal Holloway, University of London.

• Ensure a high and consistent standard of customer care within all areas of responsibility.

• Ensure General Data Protection Regulations are considered when making organisational planning decisions including, but not limited to, access to the data, the time-frame it is required to be held, the need for data to be collected and the required compliance notices that need to be developed.

• To ensure all relevant departmental activity is in line with the specific requirements of and the spirit of the Union’s Environmental Policy (i.e. Carbon Reduction and Recycling).
Person Specification

The following criteria are required to successfully fulfil the position of Advance Tennis Ambassador
NB. E = Essential to the role. D = Desirable for the role.

Knowledge, experience, skills

Good knowledge of rugby structures, opportunities, and initiatives, both locally and nationally E

Experience of planning and organising sporting activities, events or leagues E

Strong, recent knowledge of the structures of higher education sport E

Proven ability to plan, prioritise, organise and monitor own workload with minimal supervision in order to achieve targets and meet set deadlines E

Ability to use a wide range of mediums to communicate effectively and to build relationships and encourage engagement across a range of stakeholders. E

Experience of supporting a diverse range of students and groups with achieving their differing aims and objectives E

Demonstrable organisational skills E

Effective administration skills E

Excellent interpersonal skills at all levels E

Ability to enthuse others about a project or event E

An understanding of and commitment to Equal Opportunities E

Qualifications

Level 2 RFU Coaching Certificate (or equivalent) E

Driving licence and access to vehicle D
Aptitudes/Attitudes

Ability to work some evenings and weekends when required  E
Ability to work in a fast paced environment  E
Flexible in approach to work  E
Ability to carry out multiple tasks with varying time pressures  E
Is prepared to take responsibility for their work and its impact  E
Benefits Summary

**Salary**

Spinal Points 13 to 17, starting salary of £22,016 (inclusive of £2166 per annum London Weighting).

**Probationary Period**

Your appointment is subject to you completing a satisfactory period of probation of six months. During this time, you are required to demonstrate your suitability for the post.

The probationary period may be extended at the discretion of the Union. If after reasonable attempts to improve on issues of conduct or performance, you do not meet the standards as reasonably required by the Union, we reserve the right to terminate your employment without recourse to the formal disciplinary procedure.

**Holiday Entitlement**

- Holiday entitlement is 25 days per annum, plus Bank Holidays (usually 8 per annum).
- We also have discretionary additional paid days holiday at Christmas and Easter, in line with University closure days, these days are non-contractual.

**Pension Scheme**

All employers are required to enrol workers into a workplace pension scheme should they meet the criteria. The Union has chosen the Government Scheme NEST.

The Union as allowed by law will postpone your automatic enrolment for three months after your start date. After this date you will be auto enrolled.

The Union also currently operates a higher level contributory pension scheme with additional life assurance benefits. The Union will only contribute to one scheme and not both.

For full details of the higher level contributory pension scheme you should refer to the Director of Finance and the current scheme provider www.aegon.co.uk.

Please note that you are only able to be in one pension scheme at any time.
The Union also reserves the right to change or offer alternative Pension Schemes when deemed as appropriate.

**Employee Assistance Programme**

All staff have free access to the www.workplaceoptions.co.uk Employee Assistance Programme which provide a range of support and advice services including telephone and face to face counselling; health assessment tools; debt advice; dependent care coaching; parenting; childcare; disability and illness; immigration; consumer rights; bereavement and loss; maintaining a work-life balance.
Employees of the Union of Brunel Students enjoy, along with University staff, a wide range of benefits and have access to excellent facilities whilst working on campus. From sport and artistic endeavours to personal development opportunities, the campus is a hive of activity and interests that foster a genuine sense of community, friendship and support for all staff. The University actively encourages staff engagement and is explicit about this in the outcomes specified in the “Brunel 2012 Vision”:

- More volunteering and work placement opportunities for staff and students
- More staff and students regularly taking part in sport and physical activity
- An increase in the number, quality and variety of events for staff and students to engage in on campus.

Underpinning the University Strategic Plan these outcomes are fundamental to fulfil the objective of building a strong sense of belonging to a community: where we can all reach our potential and of which we can all be proud.

**Sport at Brunel**

The University’s sporting excellence means that there are additional benefits for staff as well: Brunel has extensive indoor and outdoor sports facilities and provides a variety of competitively priced activities:

Badminton, Basketball, Futsal, Climbing Wall, Cricket Net, Exercise Studio, Netball, Squash, Table Tennis, Volleyball, Football, Hockey, Athletics, Zumba and Yoga Classes.

You can join “Active Brunel Staff” for £10 per annum and as a member you can take advantage of free swimming, aerobics classes and gym sessions and access to a variety of reasonably priced sporting activities, along with “have a go” sports sessions where you can try out a new sport or exercise.

There are also complimentary therapies available at the Sports Centre, such as Reiki, Massage, Reflexology, Aromatherapy and specialist Sports rehabilitation and massage therapies on site.

You may also want to gain sporting qualifications whilst at Brunel and the Sports Centre runs accredited courses such as Football Coaching, First Aid and Safeguarding and Protecting Children.
**Arts at Brunel**

The Brunel Arts Centre runs weekly classes for members of the public, staff and students, in the Autumn and Spring terms. Some examples include:

Pottery, Painting and Drawing, Music Theory, Gospel Singing, Creative Writing, Instrumental groups and lessons, Acting, Voice Gym, Stitch Groups, Glass Jewellery, Photography, Annual Drama Production

There are also free lunchtime concerts given on Fridays and a number of evening performances and shows – given by professional and local musicians and students. The Arts centre also runs a number of summer schools each year.

**Chaplaincy**

The Meeting House houses the Brunel Chaplaincy which is a multi-faith centre and a haven of calm on campus. You are welcome to join in various events run at the meeting house including meditation and prayer group sessions and to enjoy the provision of a quiet room and prayer room for anyone on campus.

**Public Lectures and Debates**

Free Public Lectures and debates are regularly held on campus and are very popular with staff and students. Will Self, Benjamin Zaphera and Fay Weldon have been recent participants and the opportunity to listen and take part adds to the richness of being part of the Brunel community.

**Market Days**

The Students’ Union hosts Market Days every Tuesday during the Autumn and Spring terms with a very popular fruit and vegetable market; fish stall; fudge, nuts and sweet stalls and second hand book stalls.

**Medical Facilities**

There is a doctor’s surgery on site which you can register with and there is an on-site pharmacy. Our staff can also access the Universities excellent Counselling and Dyslexia and Disability support services on campus.
Training and Development Opportunities

Students’ Union Staff are welcome to apply, via their manager, to attend a comprehensive range of Staff Development Courses. The programme is set out each Autumn and covers practical skills such as Health and Safety Essentials, Risk Assessments and Fire Marshal Training, through to personal and professional development: Coaching skills for leaders, Absence Management, Equality Training, Presentation Skills, handling Difficult Conversations. The majority of courses are held on campus during working hours and all a relevant / tailored to the Brunel working environment.

Participating in University Focus Groups

The University welcomes input from all staff, Union and University, in a wide variety of focus groups. Recently these have covered areas such as Equality and Diversity and Women’s Issues and are part of the University Human Resources (anonymous) feedback loop. At these meetings staff are able to raise concerns in confidence and with support in a non-judgemental arena.

Additional Facilities

The campus houses an HSBC bank, pharmacy, Starbucks, Cost Cutter, Costa and Subway stores as well as the More Food hall and various small refreshment outlets. The University Computer Centre also houses a computer consumables shop open to staff and students. At the centre of campus is the “Quad” where our major student festivals and events take place but which also makes a pleasant environment for outdoor lunches when the weather permits.

Local Facilities

The campus is conveniently located next to local shops and amenities: Uxbridge town centre; Cowley Post Office; Tesco Express and petrol station; Uxbridge outdoor and indoor swimming pool.
Transport/Directions

By Bus

From Uxbridge bus station (next to underground station):
- U3 (alight Cleveland Road)
- U1 to West Drayton, U4 and U7 (alight Kingston Lane)
- 222 and U5 (alight Cowley Road and use path via Zone A – see campus map)

From Heathrow Central:
- A10 Heathrow Fast, every 15 minutes, journey time approx 25 minutes (alight Hillingdon Road and use river footpath to campus)
- From West Drayton railway station:
  - U3 (alight Cleveland Road)
  - U1 (alight Kingston Lane)
  - 222 (alight Cowley Road and use path via Zone A – see campus map)

By Underground (London Transport)
- Take the westbound Metropolitan Line to Uxbridge (approx 40 mins from Baker Street station)
- Or take the westbound Piccadilly Line to Uxbridge (approx 45-50 mins from Earl's Court station)

You can then take a taxi or bus (see above for recommended bus services) to the Brunel campus.
Alternatively you can walk to the campus, using the 1-mile walking route shown below.

By Rail

- West Drayton (First Great Western Link) is the nearest mainline station, approx 1.5 miles from the campus
- Services run from London Paddington (approx 20 mins journey time) or from the West (Bristol). From West Drayton station take one of the following buses towards Uxbridge: 222 (alight Cowley Road), U5 (alight Station Road), or U3 (alight Cleveland Road)
- West Ruislip Station (Chiltern Railways) is the mainline service from London Marylebone (approx 20 mins journey time) and the North (Aylesbury, Banbury and Birmingham) and is approx 4 miles from the campus. From West Ruislip Station take the U1 bus (towards Hillingdon Hospital) and alight Kingston Lane
Walking from Uxbridge Town Centre

The walk from Uxbridge to Brunel (shown in red on map below) is approx one mile.

From the main exit of Uxbridge tube station, take the road almost directly in front in you (between HSBC and the Old Market building) into Windsor Street.

At the bottom of Windsor Street, turn left and cross the dual carriageway via the light-controlled crossing.

Bear left and then walk straight on into Whitehall Road.

It is then a 15-minute walk along Whitehall Road and over the crossroads onto Cleveland Road. The main University Reception can be found by following the path through the centre of the University to the Eastern Gateway Building.

By Car

Parking for staff is very reasonably priced and operates on a Permit System whereby you pay on a monthly basis via deduction from salary. There are designated staff parking spaces at various car parks on campus.

From the M4: Leave M4 at Junction 4, follow signs to Uxbridge (A408) and Brunel University. At the second roundabout turn right and then left at the traffic lights. Continue ahead and turn left at the mini roundabout. Follow the road passed Hillingdon Hospital on your left, straight over the mini roundabout and turn right into Kingston Lane. After about 200 metres, turn left into the University.

From the A40/M40: At Swakeleys Roundabout take B483 exit to Uxbridge. Follow signs across two mini-roundabouts. At major roundabout bear left onto A4020 (Brunel sign), straight ahead at the first lights, then almost immediately take second right filter turn onto Kingston Lane (signposted Brunel). The main entrance to Brunel is right at the next roundabout.

From the M25: (From north or south) Join M40 or M4 then see above.

By Bike

Uxbridge campus is on a signposted cycle route, which passes through the middle of the campus, along Cleveland Road.

Cycle storage facilities are located around the campus and showers with changing facilities are available within the Sports Centre for use by student and staff cyclists.
Students’ Union Offices

The Union is housed on the ground floor of the Hamilton Building – the main Reception is on the Concourse. We employ up to 30 permanent and Fixed Term Contract Staff, one student Intern and approximately 100 casual worker student staff throughout the academic year.

Our main operations and departments housed in the Hamilton building are:
- Academy Nightclub
- Loco’s Bar
- Student Activities Department
- Advice and Representation Centre
- Communications
- Finance
- Democratic Support
- Human Resources Departments
- Offices for the Senior Management and Student Officers

We have a small staff kitchen with facilities for making drinks, storing food / lunches and a microwave oven. We have one meeting room of our own but make use of bookable University rooms and facilities as necessary throughout the year.

Reduce, Re-use, Recycle...

The Union is currently working towards the NUS Green Impact Award – Silver and so is very pro-active in supporting recycling initiatives and practices within our offices. We also ensure that we purchase Fairtrade products for office use.

The Culture and Working Environment at the Union

The Union has a relatively small number of permanent staff and we try to encourage an informal yet professional atmosphere on a day to day basis. The composition of the membership we serve is diverse, lively and at times challenging: we all endeavour to respond in a friendly, supportive and positive manner to members and colleagues alike.