

JOB DESCRIPTION

Job Title:	Sports Development Officer (Coach Education, Volunteering & Scholarships)
Department / Unit:	Academic Services – Student Engagement & Sport – Active Lifestyle & Sport
Job type	Full Time
Grade:	RHUL 5
Accountable to:	Head of Student Engagement & Sport (Interim reporting line)
Purpose of the Post	
<p>Active Lifestyle and Sport is collectively responsible for the effective delivery of physical activity services across campus to enhance the student, staff and visitor experience.</p> <p>You will be responsible for supporting the continued development and implementation of a coach education programme and sports volunteering. The purpose is to administer various coach education, officiating and first aid courses over the course of an academic year making us one of the main providers in the Surrey.</p> <p>The post holder will also be the lead contact and coordinator for Sports Scholarships. Working closely with the Strength & Conditioning Coach, other services providers and Head of Department you will be responsible to implementing the 2018/19 programme. Further the post holder will support the successful delivery of the sport club support programme with the Students' Union</p>	
Key Tasks	
<p>To oversee and manage the day-to-day development of the Coach Education and Sports Volunteering, Sports Scholarship and RH Sport Excel Programmes. Meeting set targets via the strategic planning process and to administer any related tasks such as; facility bookings, tutors, mentors and resource management, web site and effective communication to participants.</p>	
<p>To source coaching and volunteering opportunities on and off campus and maintain a database of these opportunities working with local community groups, schools, FEIs, county sport partnerships, sport development professionals and agencies.</p>	
<p>To develop and maintain an evaluation system for the volunteers, including historical database for evidencing continual improvement and post university contribution.</p>	
<p>Provide regular progress reports on agreed key performance measures of all programmes that the role is accountable for.</p>	

To develop internal partnerships to support current and new programmes such as the Students' Union, Careers and RH Volunteering. Including Sports Communication to celebrate student success.
<p>To monitor and evaluate the all programmes and user satisfaction, ensuring programme performance meets standards as set out in the annual plan.</p> <p>Provide on-going support the marketing and communication of programmes.</p>
To act as a point of contact for all coach education and sport volunteer related matters and Sports Scholarship queries.
To monitor allocated budget to all programmes, forecasting both expenditure and any income.
Monitor the performance of service level agreements (i.e. Sports Scholar Treatment support) with partners, coordinating regular reviews against the contract.
Provide support to Sports Scholars whilst they transition through student life at Royal Holloway. This includes coordinating mentoring support, linking with academic departments and on-site accommodation.
Other Duties
<p>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.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p> <p>The role will require working anti-social hours at certain times of the year to support both department and college wide activity.</p>
Internal and external relationships
<p>The following list is not exhaustive but the post holder will be required to liaise with:</p> <p>Academic Departments</p> <p>Students' Union</p> <p>British University College Sport (BUCS)</p>

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title:

	Essential	Desirable
Knowledge, Education, Qualifications and Training Undergraduate degree or relevant experience Recognised qualification in IT skills Knowledge and understanding of Higher Education sport Knowledge and understanding physical activity and sport	 X X	 X X
Skills and/or Abilities Proven record of successful project delivery Ability to work effectively with data and systems Ability to demonstrate experience in providing excellent customer service Experience of producing statistical data reports and providing headline analysis Previous experience working with databases and Microsoft Office programmes Proven ability to manage complex administrative processes Proven ability to work as a member of a team and on their own initiative	 X X X X X X	
Experience Experience of supporting, planning and organising complex activities and events Experience of marketing, communications and social media	 X X	
Other requirements Flexible approach to working hours as and when appropriate.	 X	