JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Sport and Physical Activity Officer</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Sports Experience</td>
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<td>Grade:</td>
<td>RHUL 5</td>
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<td>Accountable to:</td>
<td>Sports Facilities Manager</td>
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<tr>
<td>Accountable for:</td>
<td>Volunteers and Sports Centre Assistants</td>
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Purpose of the Post

We are seeking an energetic person to join the Active Lifestyle and Sport department who understands the barrier to students participating in physical activity. The post holder will not be sat at the desk – we’ll be expecting the successful candidate to attending and support delivery of the ‘Active Programme’ as well as, core administration, and working with colleagues on logistical planning, event management, marketing & promotion of the programme.

The focus of this role is to expand our pre-existing Active programme, which includes recreational sport leagues and physical activity drop-in sessions. We have identified that there is a latent demand in on-campus Hall of Residence and wish to target this cohort.

You will be a motivated individual that wants to make a difference to students at lives Royal Holloway. Flexible in your approach, with good communication and interpersonal skills.

Key Tasks

The main duties and responsibilities include:

1. Responsible for planning, delivering and coordinating a physical activity programme focused on engaging students less likely to engage in mainstream sport and fitness opportunities.

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

3. Manage allocated budgets to deliver the new physical activity programme and being able to work towards revenue targets.

4. Effectively use the leisure management systems in place to monitor and record participation output data of the programme, which will be reported to departments KPI’s.
5. Work with communications team to complete marketing & promotion through various mediums to engage the student body (social media, web, print).

6. Work in partnership with other departments to assist you in delivery of the programme in partnership with the Sports Development Officer (Coach Education & Volunteering).

7. Recruit & manage volunteers that will support the delivery of the Active Programme.

8. Recruit & manage paid instructors/coaches as required to support Activity Programme.

9. To be responsible along with the Sports Operations Manager for Health & Safety aspects of the programme delivery.

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