



JOB DESCRIPTION

Job Title:	Head of Active Lifestyle & Sport
Department / Unit:	Active Lifestyle & Sport (Student & Academic Services)
Job type	Full time, permanent
Grade:	8
Accountable to:	Head of Student Engagement & Sport
Accountable for:	Direct reports: Student Sports Services Senior Manager, Sports Facilities & Grounds Senior Manager.
Purpose of the Post	
<p>The Student & Academic Services is an umbrella directorate which draws together a broad range of areas which are core to the student lifecycle. The Active Lifestyle & Sport Team at Royal Holloway has a particularly strong student experience focus, leading a number of successful delivery physical activity and wellness programmes across the College for all students</p> <p>Active Lifestyle and Sport aim will be to support the physical wellness of the Royal Holloway Community by delivering a breadth of opportunities in physical activity and sport. Building a sense of belonging and community for students</p> <p>The post holder would be responsible for the management of all College Sports operations, facilities and student physical activity and engagement programmes. Reporting to the Head of Department they will develop and implement the strategies for the development of an active campus enhancing the overall student experience as the main priority.</p>	
Key Tasks	
<p>Strategy</p> <ul style="list-style-type: none"> - To develop a Physical Activity & Wellness Strategy and all subsequent implementation plans, policies and procedures in consultation with the Students' Union and other key stakeholders. - To manage all sports operations, resources, facilities and infrastructure to deliver and enhance current services whilst enabling the department to pursue its strategic objectives. - Manage the day to day financial performance the department in line with targets and priorities set out within an annual agreed business plan. This includes the development income diversification 	

- To lead on the creation, consultation and completion of facility development briefs relevant to sport for the purposes of estates planning. Including refurbishment projects of the current facility portfolio.
- Deliver an outstanding customer focused experience across the department with a customer first approach to developing services and gaining feedback.

Management – People & Resources

- To line manage the Active Lifestyle and Sports team to:
 - o Demonstrating leadership behaviours at the appropriate level in line with the College’s Leadership Behaviours Framework.
 - o Line managing members of the team, including providing appropriate supervision, motivation and support and identifying staff development and training needs.
 - o Providing strategic direction to ensure that there is a culture of constant improvement.
 - o Supporting the team in setting service standards in their areas and monitoring performance against these standards and identifying improvement and enhancement opportunities.
 - o Workload management, including delegation of tasks.
 - o Overseeing the team’s training plan.
 - o Responsibility for the recruitment, selection, induction, and probationary review of the Active Lifestyle and Sport Team.
- Actively participating in the Departments Management Team, working together with other Heads of function and managers in Student and Academic Services to share best practice and strategically plan as a group to ensure that Student and Academic Service is working effectively to deliver against its strategy.
- To uphold and review the management agreement with the Students’ Union and enhance collaborative working to ensure the total resource available for Active Lifestyle and Sports is being utilised as effectively as possible in delivering services and meeting strategic objectives
- To lead on the development, maintenance and reporting of a suite of metrics and KPIs relating to Active Lifestyle and Sport to:
 - o provide assurance on the delivery of strategic objectives
 - o identify areas of need to enable the continuous improvement of operations, services and infrastructure
 - o benchmark the College’s provision against competitor institutions
- Own policy and process related to all aspects of the team’s remit to minimise risk, increase engagement with support and empower student success. Including Data protection Impact Assessments and GDPR.

Health & Safety

- At all times to help maintain a safe working environment by attending training as necessary and to carry out responsibilities with due regard to the University Equal Opportunities and Health and Safety Policies.

- To be alert and responsive to changes in legislation, government policy and practice which impacts upon the sport and active lifestyles agenda, making decisions and advising on the likely implications and outcomes.

Communications

- Responsible for the implementation for the sport identity 'Royal Holloway Sport' across the multiple platforms, creating awareness and identity for key services.
- Act as a key stakeholder in student communications and publicity materials linked to the Royal Holloway Sport offer.

Other Duties

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.

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

Where required or in the absence of the head of department, deputise for the for all matters relating to sport

The post will require working unsociable hours from time to time for events and activities linked to delivery of sport and operation of sports facilities

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

Internal

Estates, Internal Communication, IT, Student Recruitment, Students' Union, Student Wellbeing and various stakeholder on standing committees and project boards

External

BUCS, Local Authority, Active Surrey and other National Governing Bodies