

## JOB DESCRIPTION

<b>Job title:</b>	Active Lifestyle and Sport Co-ordinator
<b>Department / Unit:</b>	Student Engagement and Sport – Active Lifestyle and Sport
<b>Job type</b>	Permanent
<b>Grade:</b>	4
<b>Accountable to:</b>	Campus Sports and Physical Activity Officer
<b>Accountable for:</b>	Not applicable
<b>Purpose of the post</b>	
<p>At Royal Holloway, Active Lifestyle and Sport is an essential element of the student experience. The Active Lifestyle &amp; Sport team is responsible for encouraging participation in sport, health and fitness activities across campus to enhance student, staff and visitor wellbeing, whilst working closely with both student experience colleagues and the Students' Union. It is not only about running facilities but also about the activities and programmes that are delivered to build a sense of belonging and community at Royal Holloway.</p> <p>The Active Lifestyle and Sport Coordinator will be responsible for a variety of tasks to support the Active Lifestyle and Sport Team deliver its priorities. This could involve leading on specific projects or events for student physical activity and sport, including our Sports Scholars programme.</p> <p>The role holder will demonstrate a commitment to our shared vision, values, and service standards. They will be expected to work closely with colleagues across the team as well as liaise with other colleagues within Student Experience, wellbeing, and the Student Union, and to know when to seek guidance from senior colleagues.</p> <p>The Active Lifestyle and Sport Coordinator role would be suitable for a recent graduate.</p>	
<b>Key tasks</b>	
<p>The coordinator will support the Campus Sports and Physical Activity Officer and work with the rest of the Active Lifestyle and Sport team.</p> <p>Overall, the role will support the development and delivery of Active Lifestyle and Sport programmes and activities primarily for students, but also staff and community. The core responsibilities will include:</p> <ol style="list-style-type: none"> <li>1. Contributing and leading specific tasks that assist with the development and delivery of physical activity and sport programmes and activities which will enhance the student engagement.</li> <li>2. Supporting the coordination of the Sport Scholar programme by providing administrative support</li> <li>3. Supporting the development of social media content and maintaining the Royal Holloway Sport intranet pages</li> </ol>	

4. Leading on delivering specific events throughout the academic year to promote student opportunities for participation and volunteering
5. Working collaboratively with the Students' Union, clubs and societies with colleagues to enhance the active lifestyle and sport offer
6. Collecting information, feedback and data to help show the impact of sport and physical activity on students well being and experience whilst at Royal Holloway
7. Delivering excellent customer service to students and other stakeholders
8. Developing effective working relationships with colleagues, sharing good practice and increasing yours and others knowledge and understanding, as required.

#### **Other duties and expectations**

The duties listed above may be varied from time to time as dictated by the changing needs of the College. The post holder will also be expected to undertake additional duties as appropriate and as requested by their manager.

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

#### **Internal and external relationships**

The following list is not exhaustive, but the post holder will also be required to liaise with colleagues both internally and externally to Royal Holloway

- Hall Life
- Student Engagement
- Student Union
- BUCS

## PERSON SPECIFICATION

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

**Job Title: Administration Assistant**

**Department: Academic Services**

	Essential	Desirable	Tested by
<b>Knowledge, Education, Qualifications and Training</b> Good standard of education to A level or equivalent experience. Knowledge and understanding of the HE sector and student life cycle.	X	X	Application Form Application Form / Interview
<b>Skills and/or Abilities</b> Ability to work as part of team and support colleagues. Ability to demonstrate successful project delivery Good interpersonal skills including a professional approach and manner and ability to use tact and diplomacy. Organisational skills and ability to work under pressure, prioritise demands and meet deadlines, alongside an ability and readiness to work on own initiative and act pro-actively. Ability to use creative problem solving techniques and identify and implement administrative improvements. Flexibility and the ability to respond effectively to changing requirements. IT skills and ability to learn new systems and programmes.	X   X  X X	X  X  X  X	Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form
<b>Experience</b> Good customer service skills and experience of responding to enquiries and requests from a range of service users. Experience of communicating with stakeholders at various levels within an organisation. Experience of collecting data and information.	X	X X	Application Form / Interview Application Form / Interview Application Form / Interview
<b>Other requirements</b> Committed to personal development and an interest in building a career in sport and physical activity. As and when required, a willingness to work outside of normal working hours	X X		Application Form / Interview Application Form