JOB DESCRIPTION

Job Title: CAMPUS SPORTS LEAGUES COORDINATOR

Department / Unit: ACTIVE LIFESTYLE & SPORT

Job type: Student Staff

Grade: RHUL 4

Accountable to: CAMPUS SPORTS AND PHYSICAL ACTIVITY OFFICER

Accountable for: Supervision of Campus Sports League Referees

Purpose of the Post

This role holder reports directly to the Campus Sports and Physical Activity Officer who oversees the Campus Leagues programme. The purpose of the post is to support the running and promotion of the Campus Leagues and to assist in the smooth operational processes required to maintain quality in the student experience.

Key Tasks

• Responsible for the day to day running of the Campus Leagues
• Collecting and keeping track of results from each game, then ensuring that they are passed on after each fixture.
• Assist with the reporting of the league’s successes (man of the match, goal scorers, clean sheets)
• Organise the officials within the league.
• Spot check team sheets
• Oversee the health and safety of the referees, participants and spectators.
• Mediate and resolve conflicts or disputes between teams, players, or officials, ensuring a fair and unbiased approach.
• Support the referees with risk assessments (inspection of pitch and markings, and ensuring the equipment is safely set up before each match
• Assist with refereeing when necessary

Other Duties
• The post holder may be asked to undertake different responsibilities of a similar nature as the needs of the department change.
• Any other duties as required by the line manager or Head of Department that are commensurate with the grade.
• As the needs of the College change so the above job profile, duties and location of the role within the department of the College may be adjusted accordingly.

Internal and external relationships
• Campus Sports and Physical Activity Officer
• Sports Workforce Development Officer
• Campus Sports League Officials
• Sports Centre Duty Officers
• Sports Centre Assistants
• Vice President Societies and Sports

Perks and Benefits
• Free Branded Kit & Uniform
(Chance to discuss further Personal and Professional Development opportunities)
**PERSON SPECIFICATION**

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

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<th>Job Title: Campus League Coordinator</th>
<th>Department: Active Lifestyle &amp; Sport</th>
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**Knowledge, Education, Qualifications and Training**

Knowledge and understanding of physical activity and sport, including Higher Education sport and participation sport initiatives | X | Application Form/Interview/Test |
Knowledge of Football and its requirements | X | Application Form/Interview/Test |
Knowledge of Health and Safety & Risk Assessments | X | Application Form/Interview/Test |
Awareness of the importance of equality and diversity in the health and sport environment | X | Application Form/Interview/Test |

**Skills and Abilities**

Excellent personal and communication skills | X | Interview |
Able to demonstrate good personal organisational, and problem-solving skills. | X | Application Form/Interview/Test |
Proven ability to work as a member of a team and on their own initiative | X | Application Form/Interview |
Flexible, highly motivated, and enthusiastic | X | Application Form |
The ability to deal professionally with all enquires | X | Application Form/Interview/Test |

**Other requirements**

Ability to undertake the physical duties associated with the role | X | Application Form |
Willingness to work weekends and outside of normal working hours, as required | X | Application Form |