

JOB DESCRIPTION

Job title:	Active Lifestyle & Sport Co-ordinator
Department / Unit:	Student Life – Active Lifestyle and Sport
Job type	Full-Time, Permanent, Professional Services
Grade:	Grade 4
Accountable to:	Campus Sports and Physical Activity Officer
Accountable for:	N/A
Purpose of the post	
<p>At Royal Holloway University, Active Lifestyle and Sport is an essential element of the student experience and belonging. The Active Lifestyle & Sport team is responsible for encouraging participation in sport, health and fitness activities across campus to enhance student, staff and visitor wellbeing, whilst also promoting the Royal Holloway Sport brand by working closely with colleagues from the Students' Union to develop a welcoming environment for our student sports clubs. 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>Active Lifestyle and Sport is committed to delivering effective physical activity services that enrich the student experience. In order to contribute to the emerging RH2030s Strategy, your focus will be on supporting opportunities to develop skills, foster inclusive environments to participate in, and build communities for Royal Holloway students through sport and physical activity.</p> <p>Your responsibilities include supporting the development of our physical activity programmes to ensure that they are reaching the expectations of the students involved in them. You will use data, student feedback and research to build the programmes as well as provide opportunities to coach, volunteer and officiate.</p> <p>Additionally, your role extends to providing onsite support both in training and delivery of specific programs delivered by Active Lifestyle and Sport. As you will have an active involvement in supporting the delivery of our programs, this will include occasional evening and weekend work.</p> <p>The Active Lifestyle and Sport Coordinator role would be suitable for a recent graduate.</p>	
Key tasks	
<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"> 1. Contributing and leading specific tasks that assist with the development and delivery of physical activity programmes and activities which will enhance the student experience. 	

2. Supporting the Sport Communications Officer with the development of social media content and maintaining information on the Royal Holloway Sport app and intranet pages.
3. Leading on delivering specific events throughout the academic year to promote student opportunities for participation and volunteering.
4. Working collaboratively with the Students' Union, clubs and societies with colleagues to enhance the active lifestyle and sport offer.
5. Collecting information, feedback and data to help show the impact of physical activity on students well-being and experience whilst at Royal Holloway.
6. Delivering excellent customer service to students and other stakeholders.
7. 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 is a full time on campus role, but 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 Life
- Students' Union
- BUCS

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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Department: Student Life

	Essential	Desirable	Tested by
<p>Knowledge, Education, Qualifications and Training</p> <p>Good standard of education to A level or equivalent experience.</p> <p>Knowledge and understanding of the HE sector and student life cycle.</p>	X	X	<p>Application Form</p> <p>Application Form / Interview</p>
<p>Skills and/or Abilities</p> <p>Ability to work as part of team and support colleagues.</p> <p>Ability to demonstrate successful project delivery.</p> <p>Good interpersonal skills including a professional approach and manner and ability to use tact and diplomacy.</p> <p>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.</p> <p>Ability to use creative problem-solving techniques and identify and implement administrative improvements.</p> <p>Flexibility and the ability to respond effectively to changing requirements.</p> <p>IT skills and ability to learn new systems and programmes.</p>	X	X	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form</p>
<p>Experience</p> <p>Good customer service skills and experience of responding to enquiries and requests from a range of service users.</p> <p>Experience of communicating with stakeholders at various levels within an organisation.</p> <p>Experience of collecting data and information.</p>	X	X	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>

<p>Other requirements</p> <p>Committed to personal development and an interest in building a career in sport and physical activity.</p> <p>As and when required, a willingness to work outside of normal working hours</p>	<p>X</p> <p>X</p>		<p>Application Form / Interview</p> <p>Application Form</p>
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