

SPORTS COORDINATOR JOB DESCRIPTION

Grade: 4

Responsible to: Student Engagement Manager

Responsible for: None

Functional Relationships: Sports Coaches, Sports Committees, Elected Officers, Leadership Team

Who are we?

We are University of Northampton Students' Union!

We are a registered charity, completely independent from the University. Led by students, backed by volunteers and staff, we seek to ensure that our member's time at the University is the best it can possibly be – that it is rewarding, fulfilling and memorable.

All students automatically become members of the Students' Union – a vibrant community of around 13,000 – as soon as they enrol and it's absolutely free! Our members are entitled to all of our services and opportunities, including sports, societies, volunteering, advice and representation, our retail and catering outlets and our nightclub.

Whatever their passion or interest, time commitment or background, it couldn't be easier for our members to get involved in an activity at the Students' Union – we have something for everyone. There are more than 35 sports clubs to choose from, ranging from Cheerleading to Rugby League, plus diverse societies including the History Society, Chinese Cultural Society and Disney Society! Even if you they can't find the one they're looking for, they can start their own!

We also provide academic representation. Through our five democratically-elected Sabbatical Officers and hundreds of Student Representatives, we offer support when our members need their voice to be heard, have queries about their course or just feel a bit homesick. The Students' Union is always here for them.

The new Waterside Campus boasts our grade II-listed venue, the Engine Shed. It offers everything, such as coffees and paninis, space to unwind and a home on campus for our numerous services. Waterside also houses the SU –run Art Shop, located within the Create Hub. We have also invested in a new nightclub in the town centre, [The Platform](#). Spread across three distinct spaces, The Platform offers a multitude of music styles with luxe, comfortable furnishings offset against contemporary fixtures, alongside premium spirits and beverages. With Milk It Mondays and LOCO every Wednesday, in addition to our regular Friday and Saturday club nights. The space also boasts a spacious café, and two state of the art conferencing suites. The Platform really has something for everyone!

For those in halls on the old Park Campus, we have our UniExpress store, which provides affordable products at your convenience.

We look forward to seeing you soon!

Organisation purpose

Our Vision

The University of Northampton Students' Union is recognised by all our student members as an integral part of their student life.

Our long-term aims are to ensure all Northampton students:

- Receive the best possible education during their time at the University of Northampton.
- Live and work within a campus community and physical environment in which they can prosper, underpinned by a network of support services they can turn to when they need it most.
- Feel supported in their personal and professional development outside of the classroom

Our Mission

To represent, inspire and support our members to proactively shape an outstanding student journey.

We will do this by:

- Developing a new system of academic representation that advocates and inspires students to create meaningful change.
- Creating new opportunities for students to take on meaningful leadership roles, with clear pathways for progression, supported by a comprehensive programme of training.
- Developing and embedding a new network of support services and initiatives.

Our Values

Our values underpin everything we do. As a students' union we are:

- **Caring**- We put our students first, supporting them at every stage of their journey.
- **Inspiring**- We use our unique relationship with our student members to inspire them to achieve their goals.
- **United**- We unify our student members around their common causes to produce shared benefits.
- **Student Owned**- The organisation is led by our student members, driven by student decisions and is accountable to them for everything it does.
- **Respectful**- We celebrate our differences; by respecting the diversity of our student membership, staff and other stakeholders we cultivate an inclusive community.
- **Bold**- We will be clear and decisive in our decisions, confident in our views and courageous in our actions.
- **Relevant**- We will always strive to understand the needs of the broader student membership, revising our approach to improve our offer.

Strategic Priorities 2018-21

Student Wellbeing 1 (SW1)	Developing and delivering a range of services and programmes that responds to the needs of our student membership-supporting students out of isolationist behaviours, supporting them in their transition to University life and addressing their mental wellbeing whilst studying at Northampton
Student Wellbeing 1 (SW2)	Comprehensively promoting the Students' Union, University and trusted strategic partners' support services such that students understand what support is available to the and how it can be accessed alongside communications that look to address the stigma associated with open conversations around issues of student wellbeing and mental health.
Student Wellbeing 1 (SW3)	We will look to develop bystander intervention training and techniques among our student leaders and volunteers to enable them to support their peers and the broader Northampton community in an impactful way, through issue identification, intervention and signposting to professional services.
Academic Experience 1 (AE1)	Building a representative team that reflects our values. That is transparent and enables our members to see what work is being undertaken and what changes are being made. That fosters honest, constructive and respectful conversations that proactively shape the organisation's position on student issues. That is accessible to and reflective of our diverse student membership. That champions best practice and success in addition to advocating for change.
Academic Experience 2 (AE2)	Delivering an ambitious programme of training and development opportunities that provides students with the skills, knowledge and confidence they need to effectively advocate for their peers and inspires them to create meaningful change at course, programme, subject and faculty level.
Academic Experience 3 (AE3)	Working collaboratively, in partnership, with the University of Northampton in the development, design and delivery of student programmes, initiatives, events and resources that support students to grow and achieve their ambitions. Contributing to all discussions on student matters of importance and cementing our position as the definitive voice of the student body.
Academic Experience 4 (AE4)	Articulating student expectations to the University and, in partnership with the institution, defining clearly the quality standards our members can expect from their time at Northampton with respect to teaching, academic services and support.
Student Opportunities 1 (SO1)	Creating opportunities for students to demonstrate and develop their leadership and team working skills, alongside a comprehensive leadership training programme and clear development pathway for students to progress.
Student Opportunities 2 (SO2)	Embedding soft skill development within all student opportunities that enables our membership to become confident contributors to society.
Student Opportunities 3 (SO3)	Supporting students in the identification, recording and articulation of the skills they have learnt through their involvement with Students' Union opportunities.

Principal Duties and Responsibilities of post-holder

Link to strategy	Role/responsibility
SW1	Book internal and external facilities for training and fixtures. Ensure that the clubs use suitable facilities of an appropriate standard; while following SU procedures and maintaining good relationships with the facility provider.
SW1	Operational responsibility for all SU affiliated sports activity, including approving risk assessment and dealing with all accident reports for sports clubs.
SW1	To ensure that appropriate process is followed when disciplinary issues occur with Sports Clubs.
SW1	To lead on Sports Awards and Varsity, ensuring a safe and relevant event is delivered.
SW1	To be responsible for spending and allocating the Sports budget, following financial processes accordingly.
SW1	To be the organisation's main point of contact for British Universities and Colleges Sport
SW1	To deliver all administrative processes for BUCS-related activity on behalf of the organisation.
SW1	Maintain effective lines of communication between clubs and the Students' Union at all times.
SW1	Operational responsibility for administrating and management of the sports storage, ensuring spaces are safe for student use.
SW1	Pro-actively look to find ways to increase student participation in sport by ensuring appropriate marketing of clubs via liaising with our external marketing agency, and promoting and supporting the setting up of new clubs.
SW1	Provide content for all Students' Union media sources, relevant external media groups and Union publications.
SW1	Identify, and with support of line-manager, apply for external funding opportunities that will increase our support for sport in partnership with Clubs and elected officers.
SW1	To establish and maintain contacts to set up community partnership agreements which could increase our sporting offer or volunteering opportunities.
SO1	To review operational processes in a timely manner, in line with any governance or policy change within the organisation.
SO1	Write and develop a training programme for all student sports leaders, focusing on empowering them to complete their roles independently via clearly communicated and transparent processes and enhancement in soft skills to complete the role.
SO1	Develop systems that empowers students to take ownership of setting up new activities or expand current activities.
SO1	Alongside an elected officer, represent University of Northampton Students' Union at all BUCS regional meetings, ensuring that we are updated on University Sport development.
SO2	To support clubs with the recruitment of all paid and volunteer coaches, and ensuring they adhere to the Coaches Code of Conduct.
SO3	Pro-actively encourage student sports leaders to record and reflect on their skill development.

To contribute to the overall effectiveness of the Union

- Attending all meetings and training events as required, providing reports where requested.
- Ensuring that statutory and legal obligations are met.
- Ensure our financial sustainability by adhering to all financial procedures and processes of the Students' Union.
- Promoting the Students' Union's various policies within your work, in particular Health & Safety, Equality & Diversity and Ethical & Environmental.
- Contributing to the positive image of the Students' Union with students, the University and the local community.
- Be clean, tidy and professional in appearance, wearing identification and (where stipulated) a uniform, which will be clean and ironed.
- Working with the team, to provide mutual support, and ensure a full service is maintained at all times, providing cover as necessary.
- Be flexible in your approach to work, able to work at any site as required, and unsocial hours as required in order to meet organisational objectives and projects.
- Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives and supporting your own development by taking part in training opportunities as agreed by the Students' Union.
- Such other duties and project as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of this post.
- It is important to know that you will be expected to participate in any training programme considered relevant to your job. The Students' Union expects all staff to participate and take ownership of their induction, personal review programmes, departmental staff meetings, training, and networking opportunities.
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

	<ul style="list-style-type: none"> • Understanding of the Prevent Agenda • Experience of leading a team in or organising a large event • Understanding of UK Charity Laws 		<p>X</p> <p>X</p> <p>X</p>	
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