

Job Description

Representative Sport Officer

Faculty/Directorate: Estates & Facilities

Grade: E

Role profile: SME1

Part-Time (0.4FTE)

Fixed Term: 12 months

	Duties of the role
Overall purpose of the role	<p>Manage and deliver effective performance development activities for DMU students that support the advancement of our student sport environment, contribute to the development of the sport experience and improve competitive opportunities for our students.</p> <p>Work as part of the DMUsport team to help create and maintain a performance culture that supports and enhances the student experience, focusing on personal, academic and sporting development.</p> <p>Support DMUsport clubs with club development, performance development activities; these may include recruitment, coach development, resource allocation and collaborating across departments.</p>
Main duties and responsibilities	<ul style="list-style-type: none"> • Manage the delivery of the scholarship program, including areas such as lifestyle support, recruitment, reports, educational workshop, scholar engagement, bursary payments, services in kind management and being the main point of contact for the programme • Oversee the DMUsport BUCS competitive program, including line management of the Sports Performance Coordinator. • Conduct lifestyle mentoring catch-ups with sport scholars on the programme • Monitor club targets and highlight any areas for club development for them to reach. Liaising with clubs, coaches, and SDOs. Creating target reports. • Provide specialist support and expertise to student club committees and ensure they are functioning effectively and provide an outstanding student experience for all club members. • Develop and implement documents, processes and resources that will assist club committees in the effective coordination of their clubs to enhance club results. • Support the development of DMUsport coaches working with key student clubs. • Regularly creating reports and performing data analytics for stakeholders on project areas to ensure robust reviews and analysis are in place for the Sport Scholarship programme, BUCS Programme and S&C programme

	Duties of the role
	<ul style="list-style-type: none"> • Facilitate and support the S&C programme through the student application process, management of attendees and review, with a view to ensuring scholars get the right support • Create recruitment opportunities to highlight the sport scholarship programme through attending open days, NGB events and social media promotion of the programme • Manage performance club development activities, such as Club Committee training, Captains Forums and performance kit management • Create and coordinate a calendar of student workshops and opportunities for skill development and enhancing student employability, for both Scholars , and DMUsport club members • Identification and support of opportunities for a development pathway from participation within DMUsport club activity, working with the Sports Development Officers. • Manage the operational delivery of varsity working with internal and external stakeholders, with administrative support for the Sport Performance Coordinator. • Facilitate mutually beneficial partnerships with National Governing Bodies and other agencies to strengthen and develop programmes. • Ensure health and safety and DMU policies and best practice are adhered to. • Build and maintain strong relationships with relevant colleagues, including DSU staff and sports clubs, and staff responsible for university leisure. • Manage own project budgets effectively, and undertake other administration of financial processes as and when required. • Lead on other projects to meet the objectives of the department. • Support the work of other members of the DMU sport team. • Perform any other duties commensurate with the job grade as reasonably required from time to time. <p>Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.</p>

Person Specification

Representative Sport Officer

Faculty/Directorate: Estates & Facilities

Grade: E

Role profile: SME1

Part-time (0.4FTE)

Fixed Term: 12 months

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications	Relevant sports degree or equivalent work experience		Desirable	x			x
	Hold or be working towards Level 3 Talented Athlete Lifestyle Support (TALS)	Essential		X			X
	Two A Levels in relevant subject or equivalent experience	Essential		x			x
Experience	Experience of planning and delivering sports events		Desirable	x	x		
	Experience of establishing and maintaining relations with key stakeholders		Desirable	x	x		
	Experience of coordinating and/or delivering performance sport programmes		Desirable	x	x	x	
	Experience of supporting talented athletes and the mechanism to do so		Desirable	x	x	x	
	Experience of working in sport within HE		Desirable	x	x	x	
	Experience of delivering student-athlete lifestyle sessions		Desirable	x	x	x	x
	Experience of financial and/or budgetary control	Essential		x	x		
	Experience in Health & Safety, including writing Risk Assessments in a sporting context.		Desirable	x	x		
Knowledge	Knowledge of coordinating sports leagues	Essential		x	x	x	
	Knowledge of BUCS competition structures, rules, and regulations		Desirable	x	x	x	

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Knowledge of a national sports organisations and/or competition structures	Essential		x	x	x	
	Flexibility to shifting priorities, demands and timelines through analytical and problem-solving capabilities	Essential		x	x	x	
Skills	Able to work pro-actively and on own initiative, often to tight deadlines and within defined budgets	Essential		x	x		
	Ability to provide succinct reports and briefings on proposed projects	Essential		x			
	Ability to communicate well with people with different perspectives and knowledge both orally and in writing	Essential		x	x	x	
	Ability to maintain excellent administrative systems & strong organisational skills	Essential		x	x		
	Ability to create and develop networks		Desirable	x	x		
	Confident communicator with people at all levels of seniority	Essential		x	x		
	Capacity to collect and collate information and data, identifying gaps, patterns and trends	Essential		x	x		
	Ability to use Microsoft 365, email and the internet	Essential		x	x	x	
	Empathy in dealing with students/customers	Essential			x		
	Commitment to observe the university's Equal Opportunities policy	Essential		x	x		
Additional Requirements	Willingness to work flexible hours as and when required	Essential		x	x		
	Weekend working may be a requirement of this post for University Open Days and Welcome Weekend.	Essential		x	x		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**