



The Union

Job Description: Sport Representation Coordinator

Department: Membership Services: Student Voice	Location: Based in Manchester. Occasional travel to other sites may be required.
Job Title: Sport Representation Coordinator	Job Grade: O3 O3.1 - £20,083 – starting salary O3.2 - £20,613 – on completion of 6 month probation O3.3 - £20,929 O3.4 - £21,669 O3.5 - £22,197 O3.6 - £22,727
Reporting to Job Holder: Lisa Burton, Student Voice Manager.	
Responsible for: Volunteers.	
Overall purpose of the Job: The role holder will work with student representatives to support and facilitate mechanisms for meaningful input across the MMU Sporting and healthy living programmes.	
Main activities/tasks: In conjunction with the Student Voice Manager: <ul style="list-style-type: none"> • Coordinate, develop and support a system of representation in sport that accurately and legitimately represents MMU students and creates positive change. • Ensure that DigitalRep (an online note-taking tool using survey technology) becomes the primary note-taking tool for students acting as representatives. • Develop mechanisms to amplify the voices of club committees to identify common issues and experiences. • With colleagues support the relevant sub groups and ensure appropriate reports are available for consideration. • Deliver systems for recording and promoting the impact of student representation on competitive and participatory sport. • Work with the Sport Officer on relevant plans, projects and campaigns. • Work to support the University in achieving its targets for sport, including coordination of the Union's contribution to reviews and audits. • Create effective communities of interest around representation in sport. • Maintain a partnership approach to work, particularly through positive relationships with university stakeholders and Union colleagues. • With the Sport Officer and other officers and staff, members design and create Sport Engagement Plans, including events and activities for students to meet key staff members at the University. • Contribute to the design and delivery of a programme of training and development for student leaders and representatives in Sport, including officers. • Produce effective and timely communications that provide Sport Reps with information relevant to their role and facilitate student led change. • To help set up, administer new sports clubs, and ensure compliance with The Union's democratic processes. • Develop digital and physical resources available to Sport Reps throughout the year, in collaboration with relevant MMU and the Union departments. • Be mindful of all aspects of diversity and be inclusive in all aspects of work. • With the Sport Officer and other union departments, assist and advise Reps in mobilising around particular relevant issues/campaigns. 	

- Establish and promote the profile of Sports Reps.
- Work with MMU and Union staff on initiatives and events that reward and recognise Sport Reps and empower them as volunteers to gain, understand and articulate skills as part of their role.
- Support the Student Voice Manager to produce evidence for quality-focused reports produced on a regular basis

The post holder shall:

- Attend meetings and training events as required.
- Comply with Union policies, procedures and constitution at all times.
- Comply with Environmental Legislation and both support and promote measures introduced within the Union to lessen environmental impact.
- Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments.
- Understand and uphold the mission, vision and values of the organisation and be always guided by them in the course of work.

Other features of the Job (including working conditions, etc.):

- 37 hours per week.
- Evening and weekend working may be required.
- 26 days of annual leave plus six closure days and bank holidays.
- Supportive contractual sick pay.

NB.

- The duties described above are not an exhaustive list, but are intended as being illustrative of the level and type of work required.
- The Job Description may be subject to amendment from time to time after discussion with the post holder.
- This job description does not constitute part of the contract of employment.
- Details correct at 6th September 2019



The Union

Person Specification: Sport Representation Coordinator

	Essential	Desirable
Education Qualifications	<ul style="list-style-type: none"> A good level of education or significant experience in a similar role 	<ul style="list-style-type: none"> A degree or equivalent Train the Trainer
Training Technical Skills	<ul style="list-style-type: none"> High standard of computer skills; including knowledge of Microsoft Office packages Excellent verbal and written communication skills Experience of writing reports, briefings for other departments Good organisational, numerical and analytical skills 	<ul style="list-style-type: none"> Experience of working in a membership organisation, charity or within the public sector A good understanding of data protection law
Experience (Knowledge)	<ul style="list-style-type: none"> A sustainable approach to work that ensures success for the future. An understanding of issues relating to participation and involvement in sport in the higher education environment Experience of working with a partner institution An enhanced understanding of what motivates athletes at all levels Demonstrable experience of leading a range of representative projects and initiatives Excellent organisation and prioritisation skills and the ability to work to multiple deadlines An excellent understanding of diversity and of the principles and practice of equal opportunities. Experience of working within representative feedback systems Experience of delivering training to students or staff members 	<ul style="list-style-type: none"> Experience of working within a membership led or volunteer organisation Knowledge of higher education institutions and issues affecting students Experience of organising events A good understanding of the law and policy relating to the development of sport A good understanding of the principles of governance and democracy.
Personality Characteristics	<ul style="list-style-type: none"> Ability to work as part of a team and in collaboration with other teams. Ability to work under pressure and exhibit a can-do attitude. Independent and self-reliant, being able to work without close supervision. Excellent interpersonal skills, able to build appropriate relationships with people at all levels. 	<ul style="list-style-type: none"> Ability to develop and to apply creative and innovative solutions. Experience of supporting or supervising volunteers or staff members A dynamic, people focused approach to work

	<ul style="list-style-type: none"> • Present a flexible, member-orientated approach to work. • Ability to manage working time effectively and prioritise projects appropriately. • An ability to demonstrate the organisational values in all work activity. 	
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