

Performance Sport Coordinator - Estates and Campus Services - Grade E

Job Description

Purpose

To work under the direction of the Performance Sport Manager, to help co-ordinate the University's sports scholarship programmes, internal and external, and other aspects of our performance sport work as necessary.

Duties

1. To assist with recruitment activity to the University, with particular reference to talented athletes; this will involve attending events and helping collate and disseminate marketing and promotional materials.
2. To assist in the process of selection and allocation of University Sports Scholarships; this will involve monitoring mailboxes, communicating with athletes and colleagues, helping to process applications, and coordinating selection panels.
3. To help coordinate welcome sessions, kit, and support packages for our Sports Scholarship athletes.
4. To assist the process of coordinating our involvement in the Talented Athlete Scholarship Scheme (an externally funded national scheme); this will involve coordinating induction sessions, helping coordinate support for our athletes and helping to coordinate anti-doping awareness training and processes.
5. To assist with the coordination of logistics within the Performance Sport programme; this will involve liaison with our sports coaches.
6. To adopt a flexible approach to work hours including evening, weekend, and remote working
7. To undertake other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of working within in a sports environment (Application/Interview).
- Experience of coordinating tasks and administrative processes (Application/Interview).
- GCSE English Language & Maths (Application).
- Strong communication and interpersonal skills, with experience of communicating with people in a variety of media (Application/Interview).
- The ability to work both independently and as part of a team (Application/Interview).
- Strong planning, organizational and logistical skills, with the ability to multi-task and achieve deadlines (Application/Interview).

- Strong ICT literacy and skills (Application/Interview).
- The ability and willingness to travel on behalf of the university, and undertake weekend/evening work as required (Interview)
- Willingness to undertake training and development activity/additional qualifications as appropriate and necessary to the role (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Educated to A level or experiential equivalent (Application).
- Experience of working in a Performance Sport environment (Application/Interview)
- Experience of working in a University environment (Application/Interview)
- Experience of Marketing and Promotional activity (Application/Interview)
- A valid First Aid qualification (Application/Interview)
- A valid Safeguarding qualification (Application/Interview)
- UK Anti-Doping training (Application/Interview)