

Job Description

Sports Development Coordinator, Kent Sport

Salary:	Grade 4
Contract:	Full time, ongoing
Location:	Canterbury Campus
Responsible to:	Sports Development & Participation Manager
Responsible for:	Timesheet Staff/Student Placements
Job family:	Operational

Job purpose

Kent Sport is responsible for physical activity and wellbeing at the University of Kent. The department supports students, University staff and members of the public through facilities and services delivered on the Canterbury Campus. Kent Sport is actively seeking to recruit a Sports Development Assistant to compliment the team and support the day to day running of the sports development programme at the University of Kent. The post holder will support the planning and delivery of a comprehensive and diverse programme of sport and physical activity sessions and one-off events, which will contribute positively to the wider departmental strategy, to create and embed an Active Campus.

The role offers variety through administrative tasks and practical activity delivery across the Canterbury Campus. Working under the leadership of the Sports Development and Participation Manager this role requires a creative team focused individual who can contribute efficiently and effectively to the delivery of an outstanding customer service that ensures a professional and positive user experience for all.

In addition to facilitating student and staff provision this role will support events aimed at engaging the local community in physical activity and wellbeing. In particular the Sports Development team facilitate children's sports vacation camps throughout the year.

Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Support increasing the number of students and staff participating in sport and physical activity across campus by leading on the planning, co-ordination, and implementation of a programme of weekly activity sessions and sports competitions.
- Provide creativity when planning and delivering one-off events and activities throughout the academic year, working in partnership with key University and external stakeholders to develop opportunities and promote the benefits of physical activity for all.
- Support the implementation and delivery of health and wellbeing projects and initiatives through ongoing consultation with staff and students focus groups and networks.
- Work in partnership with marketing to offer relevant and effective communication methods to the student, staff, and public target audience. Offer a creative knowledge and understanding of different social media methods to promote our programmes and engage our participants.
- Complete risk assessments to ensure sessions and events are safe, effective and participant friendly, adhering to the University of Kent's health and safety processes and procedures.

- Support with the planning, coordination and delivery of children's sport and activity sessions and vacation camps. Understand and implement designated procedures to ensure all children are engaged in a fun, inclusive and safe environment.
- Assist with the mentoring and daily supervision of student placements and casual staff who will support the delivery of the sports development programme.
- Accurately monitor and maintain data records through effective collation and inputting of information via the Leisure Management System. Produce and deliver update reports for weekly sports development team meetings.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- Lead well prepared sessions, events, and competitions to support the Sports Development programme of delivery. Be adaptable to participant needs and abilities, adapt to last minute changes when delivering events and structured competition fixtures.
- Ensure visibility of the sports development programme reaches out to all students and staff through relevant marketing methods and current social media campaigns, to raise the profile of timetabled sessions and events.
- Liaison with session attendees and colleagues as well as internal and external stakeholders engaged in sports development delivery respecting confidentiality and data protection guidelines.
- Ensure sports equipment and facilities are safe and functional in preparation for activity delivery, reporting necessary defects accordingly whilst ensuring a positive user etiquette that respects all members and facility staff.
- This role requires a flexible individual working to support operational needs that can include evening and weekend work. Flexibility between colleagues to cover staff absence is required to support business need.

Facts & figures

Kent Sport has over 8000 registered members with the average term-time attendance to sports sessions, competitions and events being over 1000 participants per week. The Sports Development Team provide a consistent presence throughout the Kent Sport facilities remaining customer facing throughout activity sessions, competitions, events, and additional services for the membership cohort as well as delivery across Campus.

The Sports Development team host over 35 sessions per week during term time providing a broad range of different activities for members ranging from, All Active, All Active+ and Active 55+ recreational sessions, competitive fixtures, one-off events and Vice Chancellors Cup staff activities. Sessions cater for all levels of experience, from social turn up and play sessions, through to a competitive programme of sport and one-off events throughout the year.

Kent Sport has a Team of over 30 substantive staff supported daily by a diverse team of Timesheet staff who deliver a variety of roles across the department. Kent Sport operates within the Campus Services Directorate providing facilities and services for University staff and students across Campus.

Internal & external relationships

Internal: Students, Staff, Internal Referral Stakeholders (Kent Sports Clinic, School of Sport & Exercise Science, Student Support & Wellbeing, Occupational Health, University Medical Centre) Kent Union and ResLife Team.

External: Kent Sport public and community members, community stakeholders, National Governing Sports Bodies. University guests and corporate clients as well as charities, local authority representatives or local school and college contacts.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- A moderate personal fitness level is expected to perform this role
- Repetitive limb movements
- Regular use of display screen equipment
- Prolonged weather hazard exposure – wind/rain/snow/pollen/UV & sun
- Contact with Human fluids (blood, saliva etc) whilst cleaning or providing first aid
- There will be a requirement to work evenings and weekends on a rota shift pattern.

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- Sports related or sports coaching qualification (A)
- Experience of engaging individuals in physical activity and sport and coordinating and leading activity sessions and events for all levels of ability (A,I)
- Ability to liaise, communicate and negotiate effectively with internal and external stakeholders (A,I)
- A passion for working in a team environment and working towards a common objective offering a flexible approach to support operational needs (A, I)
- Good IT skills, particularly Microsoft Office packages and social media platforms (A,I)
- Excellent interpersonal skills including oral and written communication, demonstrating the ability to deal confidently with a range of people at all levels (I)
- Knowledge and understanding of the barriers to participation in physical activity and experience of overcoming these challenges (I)
- Passion for sport and physical activity (I)
- A firm commitment to fostering a working and learning environment that is respectful, inclusive and values diversity, including diversity of thought, and which enables staff and students from a wide range of backgrounds to thrive (I)

Desirable Criteria:

- Experience of working with children and/or engaging children in physical activity and sport (A,I)
- Awareness of health and safety principles and best practice within a sports environment (A,I)
- An understanding of the Higher Education environment in a sports provision context (A,I)
- First Aid qualification (A)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage