



## ***Job Description***

<b>Job Title:</b>	Sport Development Officer
<b>Grade:</b>	4
<b>Job Family:</b>	Administrative
<b>Work Base:</b>	Chelmsford
<b>Hours of Work:</b>	Full time
<b>Responsible to:</b>	Senior Sports Development Officer
<b>Responsible for:</b>	No direct line management responsibility
<b>Relationships and Contacts:</b>	Students Colleagues Students Union Local community partners including voluntary sports clubs and facility providers
<b>Job Purpose:</b>	To contribute towards the successful delivery of the Active Anglia strategy and to represent our University to the highest standards at all times.

### **Principal Accountabilities:**

1. Organise and deliver a programme of activities designed to increase participation in physical and recreational activities amongst staff and students, including those who are currently inactive.
2. Actively engage with a broad range of people within our University, appealing to those who have an interest in general health and wellbeing as well as those who are looking for more traditional sports.
3. Effectively co-ordinate projects using own initiative that achieve clear and sustainable outcomes that are measurable, within an allocated budget and which contribute towards the delivery of the Active Anglia strategy.
4. Support the creation of new sports clubs at our University, working closely with others to ensure that they become sustainable in the medium and long term.
5. Supervise a team of student activators who will support the promotion of sport and physical activity.
6. Work collaboratively with others within our University, including the Students' Union and the Department of Life Sciences, to further develop existing opportunities for students to both participate and then excel in sport.
7. Use creative and effective methods in the promotion of both new and existing opportunities for staff and students that includes social media and other marketing tools, in order to increase participation in sport and physical activity.
8. Represent our University in meetings with other local universities, colleges, schools, partners in the local sports community and with National Governing Bodies of sport.

9. Be a key point of contact for sport at our University for students, staff and external customers, and to deal with enquiries independently in a courteous, timely and effective manner.
10. Maintain accurate records in relation to finance, Health and Safety and participation in activities.
11. Provide opportunities for all members of our University's community, including those who may be considered harder to reach and those who have a disability.
12. Contribute to the continuous improvement of sport and physical activity, by contributing in team meetings, providing creative ideas, highlighting any issues for further investigation and adopting a solution-focussed approach on a daily basis.
13. Provide support to the Senior Sports Development Officer and attend relevant meetings in his place when requested.
14. Contribute towards the broader work of Student Services and our university to continuously improve the student experience and to contribute towards the achievement of our corporate goals.
15. Contribute towards the successful delivery of the Anglia Ruskin Initiative for Student Engagement.
16. Work collaboratively across all areas of Student Services to enhance and develop service delivery as well as to support colleagues at peak times.
17. Commitment to the Student Services' vision: to improve student success and satisfaction, offer them the best support and opportunities, and champion our students' experience as an exemplar of best practice in the sector.
18. Provide cover for staff in sports facilities on an occasional basis.
19. Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.

This is a description of the job as it is presently constituted. It is normal University practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our University's aim to reach agreement to reasonable changes, but where it is not possible to reach agreement our University reserves the right to make reasonable changes to your job description, which are commensurate with your grade after consultation with you.

May 2014

***Student Services  
Sport Development Officer  
Person Specification***



**Anglia Ruskin  
University**

Cambridge Chelmsford Peterborough

ESSENTIAL	DESIRABLE
<p><b>EDUCATION/QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Sports coaching qualifications</li> </ul>
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Previous experience of working in a sports environment either through paid employment or through a voluntary capacity</li> <li>• Experience of successfully co-ordinating projects using own initiative</li> <li>• Previous experience of working with multiple partners across a range of tasks</li> <li>• Able to provide specific examples of increasing participation in sport or physical activity</li> <li>• Previous experience of both working independently and as part of a team</li> <li>• Experience of working in a customer focussed environment</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisory experience</li> <li>• Experience of working for a range of sports organisations</li> </ul>
<p><b>KNOWLEDGE/SKILLS</b></p> <ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Good written skills including the ability to write clear reports and complete funding applications.</li> <li>• Excellent communication skills including the ability to engage a wide range of people</li> <li>• Able to balance a diverse and varied work programme and consistently meet deadlines</li> <li>• Strong IT skills with a good knowledge of Microsoft Office, including Excel and Word</li> <li>• Ability to analyse problems objectively and come up with innovative and creative solutions</li> <li>• Has confidence and ability to speak to large groups of people</li> <li>• Knowledge of the various structures and organisations involved in sport in this country</li> <li>• Dynamic and able to adapt to change</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of HE sport</li> <li>• Experience of using social media for work purposes</li> </ul>

<p><b>PERSONAL QUALITIES/ DISPOSITION</b></p> <ul style="list-style-type: none"> <li>• Positive approach to change</li> <li>• Customer focussed</li> <li>• Self-motivated</li> <li>• Good team member</li> <li>• Committed to our visions and values</li> <li>• Committed to self-development</li> <li>• Determined approach to achieving targets</li> <li>• Passionate about sport</li> <li>• Enjoys working with others</li> <li>• Ability to balance needs of students with wider university requirements</li> </ul>	
<p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>• Committed to equality and diversity</li> <li>• Willing and able to travel between campuses as required</li> <li>• Commitment to continuous personal and professional development</li> <li>• Committed to our Health and Safety policies and procedures</li> </ul>	

May 2014