

Job Description & Person Specification

Professional Services and Senior Manager (excluding VCE) roles.

JOB DESCRIPTION

Job title	Student Sport Manager
School/Department	Sport and Wellbeing
Location	Paisley Campus with a requirement to travel to other campuses and locations as required by the role
Reporting to	Senior Sport Manager
UWS grade	5
FTE	1.0

Job summary

UWS holds a strategic aspiration to become one of Scotland's leading sport universities. We recognise the transformative power of physical activity and sport in enabling health and wellbeing. UWS Sport is committed engaging students in a habit of sport and physical activity through increasing quality, breadth, and capacity of activities, services, sporting opportunities and support.

The Student Sport Manager will lead the Team UWS staff team and be responsible for the planning, promotion, and delivery of sporting opportunities for students at UWS. The Student Sport Manager will work closely with the Senior Sport Manager in leading the delivery function of student sport to ensure that there is a comprehensive sport and physical activity offer available. Key areas of delivery managed by the Student Sport Manager include:

- Student Sport Club Operations and Performance
- Recreational Sport and Physical Activity Programmes
- Volunteer and Coach Development
- Partnership Development

The Student Sport Manager will be part of the Sport Leadership Group and will be expected to attend internal and external meetings and events as a representative of Student Sport at UWS, to share good practice and engage in networking, promotion and continuing professional development.

People & finance responsibilities

People	Line management of 4 staff (3 FTE) including the Team UWS Sports President, plus part-time/sessional coaches and play a leadership role in relation to student volunteers.
Finance	The post holder will manage a delegated budget, taking a cost/benefit approach ensuring that expenditure is within agreed parameters. They will work with the Senior Sport Manager to allocate budget to support club and individual athlete activity. The post holder will lead on club related income through membership, fundraising and where appropriate external funding. The post holder will also contribute to the annual planning process in relation to income and expenditure budgets.

Key responsibilities

1. Act as operational lead in the delivery of student sport in line with the UWS Sport operational plan; working collaboratively with key internal and external stakeholders. Contribute to appropriate UWS Sport committees and groups, providing advice relating to student sport operations and development.
2. Contribute to planning and manage the delivery and monitoring of student competitive club sport programmes, performance sport support and the development of recreational sport and physical activity programmes. Through this deliver increased student participation levels, improve performance, and provide competitive sports opportunities for all UWS students.
3. Manage the operations of competitive and recreational sport activity including coordinating team training, travel, competition entries, appointing officials, securing venues, liaison with coaches and supporting captains, coaches and activity leaders as appropriate.
4. Utilise knowledge and experience to develop, implement, evaluate, and effectively manage a club development programme, making recommendations to improve the delivery by sports clubs.
5. Work with the Senior Sport Manager to support the UWS Sport Scholarship programme through the recruitment and mentoring of sport scholars while developing effective partnerships with internal and external sports science service providers and agencies to maximise opportunities and support to students on the programme.
6. Build effective relationships with internal and external networks and relevant student facing services and university departments to support academic and sporting performance, wellbeing and lifestyle management of student athletes. Provide advice and/or signposting to students to support achievement of their aspirations.
7. Develop and implement a training and education programme for sports club committee members, other volunteers and coaches, providing participants with the knowledge and skills to undertake their roles.
8. Manage the design, implementation, and review of Team UWS systems, policies, and procedures ensuring an appropriate conduct and disciplinary framework, compliance with British Universities & Colleges Sport (BUCS) and Scottish Student Sport (SSS) rules and regulations, and that good working practises are maintained.
9. The post holder will be responsible for health and safety compliance of all student sport delivery, ensuring safe practice, governance, safeguarding procedures and adherence to

appropriate legislation and regulations. The post holder will be responsible for managing Risk Assessment across the UWS Student Sport programmes.

10. Develop and provide recommendations and reports to the Senior Sport Manager on matters relating to Student Sport and wider developments in HE Sport Sector. This should be informed through regular review of external environment and other appropriate sources ensuring that UWS is well placed in the provision of student sports services and programmes.

Job scope

<p>Planning and organising</p>	<p>Plan own work and responsibilities independently and determine priorities to meet targets and deadlines.</p> <p>Plan and allocate tasks to direct report to support delivery against the overall objectives of UWS Sport.</p> <p>Plan, develop and implement effective systems, processes, and procedures to deliver an excellent student sports service.</p> <p>Contribute to annual operational planning for Student Sport and longer-term planning within Sport and Wellbeing.</p> <p>Lead on the planning and development of key policies and procedures for student sport and oversee implementation plans.</p> <p>Responsible for reviewing performance of student sport service comparing to best professional practice, identifying, recommending, and implementing improvements in practice and policy and level.</p>
<p>Decision making</p>	<p>Make decisions on a number of areas directly under the post holder control and prioritise workload on a daily basis with work being planned ahead as appropriate. There will be occasions when it will be necessary to reprioritise and be reactive to urgent and conflicting demands.</p> <p>Apply knowledge and utilise judgement and techniques in decision-making.</p> <p>Take initiative, make decisions based on data, and act in an advisory capacity on student sport issues as required.</p>
<p>Framework and boundaries</p>	<p>Role is covered by policy and procedure but with scope for considering best use of most appropriate processes.</p>
<p>Working relationships</p>	<p>Internal Develop and maintain professional, credible working relationships both internally across the university.</p> <p>Post holder will have regular contact with and be required to develop and maintain professional, credible working relationships with:</p>

	<ul style="list-style-type: none"> • University People and Wellbeing colleagues • Staff within academic schools and other relevant professional service departments • Students • The post holder will work closely with the Senior Sport Manager <p>External Establish, develop, and maintain credible working relationships and network with external organisations and agencies to represent and promote the university in a positive and proactive manner.</p> <p>This may include but is not limited to:</p> <ul style="list-style-type: none"> • British Universities & Colleges Sport (BUCS) • Scottish Student Sport (SSS) • sportscotland • Sport National Governing Bodies (NGB's) • Leisure Trusts and other facility operators
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PERSON SPECIFICATION

Qualifications

			Evidence A = Application I = Interview
Essential	QE1	Educated to degree level in a relevant field or equivalent/comparable relevant experience.	
Desirable	QD1	Professional/Technical qualification relevant to the area of work, gained through either a postgraduate qualification or through membership of a related body.	

Experience

			Evidence A = Application I = Interview
Essential	EE1 EE2 EE3	Experience of coordinating and managing sport programmes Line management experience, including the ability to recruit, schedule and delegate work, and develop individuals through formal mechanisms and informal mentoring. Experience of managing budgets and resources.	

	EE4	Experience of working in a setting coordinating and supporting multiple sports teams and individual athletes	
	EE5	Experience in Health & Safety including risk assessment in a sporting context	
	EE6	Relevant experience of student sport and/or national governing bodies and the wider sports landscape	
Desirable	ED1	Knowledge of sport development, performance sport and organising sport programmes in the Higher Education sport sector.	
	ED2	Performance lifestyle or other relevant advisory support services experience	
	ED3	Experience and an understanding of barriers to participation in Student sport	
	ED4	Experience of the development, implementation and monitoring of sports development strategies	

Skills

			Evidence A = Application I = Interview
Essential	SE1	Proven ability to deliver a consistently professional, organised and high-quality level of service in a fast-paced environment.	
	SE2	Strong interpersonal and communication skills with the ability to establish, develop and maintain effective working relationships with all levels of management and staff both internally and externally.	
	SE3	Ability to problem solve and resolve challenges that maximise effectiveness and efficiency of student sports service delivery.	
	SE4	Excellent planning and organisation skills, with demonstrable abilities to work autonomously, in consultation with colleagues and collaboratively with team members on interdisciplinary projects.	
	SE5	Ability to engage positively and proactively with a wide range of students and stakeholders from diverse background and cultures and with diverse needs	
Desirable	SD1	Skilled in promoting, marketing, and delivering student sports services and events	
	SD2	Persuasion, influencing and negotiation skills.	
	SD3	High level of attention to detail and accuracy	
	SD4	Good analytical skills	

Knowledge

			Evidence A = Application I = Interview
Essential	KE1	Knowledge and understanding of the strategic and operational requirements for the delivery of effective sport programmes/services.	
	KE2	Knowledge of relevant legislative requirements relating to Health and Safety, Data Protection etc., and a commitment to updating this knowledge.	
	KE3	Knowledge and an understanding of BUCS, SSS and national competition structures across a variety of sports	
	KE4	Commitment to Continuing Professional Development.	
Desirable	KD1	Knowledge of the UK Higher Education environment, factors influencing student sport in HE	
	KD2	Knowledge and understanding of opportunities and challenges specific to UWS.	

Behaviours

			Evidence A = Application I = Interview
Essential	BE1	High professional standards	
	BE2	The vision to lead UWS Student Sport and deliver increased participation.	
	BE3	The drive, enthusiasm, and energy to deliver results in student sport.	
	BE4	Commitment to enhancing and enriching the student experience.	
	BE5	Commitment to equality, diversity and inclusivity principles.	
Desirable	BD1	Ability to work calmly and effectively under pressure.	
	BD2	Ability to use own initiative, be innovative, co-operative, and conscientious.	
	BD3	Flexible approach to work	
	BD4	Desire to learn and develop within the role	

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