

The University of Manchester

Job Description

Job Title:	Sport Sabbatical Officer
Grade:	3
Contract Type:	Fixed Term (13 months from 01/07/25 – 31/07/26)
Reports to:	Sport Programmes Manager
Division:	UoM Sport Division of Residential & Sport Services Directorate for the Student Experience
Date:	March 2025

Overall Purpose of the Job

- To contribute to the development and promotion of sport and physical activity within the University, representing the interests of students who wish to become involved in sporting activities at the University, whilst assisting with the management and operation of sport clubs.
- To promote the value of sport and physical activity across the University through identifying campaigns and initiatives, targeted at increasing engagement in sport services that meet wider University agendas.
- To ensure that student feedback is central to our ongoing drive to develop and improve our Sport, Physical activity, Health and Wellbeing provision, through engagement with both engaged and non-engaged student participants.

Key Responsibilities, Accountabilities and Duties

- To provide advice, assistance and training to student sport leaders on matters of club administration, organisation, development and inclusion as required and in line with policy, processes and procedures agreed with the Sport Programmes Manager.
- To represent the needs of all students who are involved in sporting activity across the university,
- To develop and coordinate student consultation and feedback forums for all levels of engaged and non-engaged participants, collating information from these and presenting any recommendations to the Sport Management Team and wider university where appropriate
- To assist in the promotion of all sporting opportunities and programmes to the students of the University and to external associates, partners and/or markets with use of UoM Sport's social media channels
- To support the University's involvement in BUCS/National/Regional student sports competitions and sports events, attending events as required.

- To support the Senior Sport Assistant (Competitions) with co-ordinating key sporting events in the student sport calendar (e.g. BUCS Championships, BUCS Big Wednesday & any Varsity events).
- To be the student sport representative for the University within BUCS at regional and national forums
- To work closely with the wider Sport Programmes Team to support the participation, performance and workforce development within the sport clubs.
- To manage the UoM Sport Executive Committee and co-ordinate their required work.
- To plan and manage sporting and social events and campaigns which contribute to University agendas such as wellbeing, fundraising and social responsibility.
- To assist in the planning and management of the Sport budgets, in conjunction with the Sport Programmes Manager and wider Sport colleagues.
- Create an inclusive environment within the Sport clubs helping contribute to member's positive wellbeing.
- To represent Sport at meetings, on committees and at events relevant to aspects of Sport development within the post-holder's portfolio.
- Supporting the development and delivery UoM Sport headline events
- To ensure the delivery of excellent customer service.
 - To maintain confidentiality of information in line with data protection requirements and University Policy.
 - To comply with University Health and Safety requirements.
 - To undertake such other duties (for the office or more widely in support of enhancing the student experience) as directed by the Sport Programmes Manager commensurate with the level of responsibility for the role, which may also include requests for occasional evening and weekend work.

Person Specification

Experience, Skills and Competencies

- To be an undergraduate or recent graduate (12 months) of the University.
- Experience of working in sports club administration; managing finance and fundraising and organising sports activities, ideally with experience of participating in sport at the University.
- Experience of managing and supervising others either in a paid or voluntary environment.
- Experience of working in a process driven, team environment, demonstrating an ability to be flexible and provide support for colleagues.
- Good communication skills, demonstrating an ability to deal with a wide range of people and to address large groups.
- Experience of delivering great customer service, being flexible and responsive to customer needs and able to provide information and guidance, whilst maintaining confidentiality.
- Good organisational skills, and able to prioritise work in a busy environment and meet strict deadlines.
- A demonstrative ability to influence a variety of stakeholders such as peers, management and individuals you have supervised.

- Experience of working in a team environment and able to support colleagues in the delivery of objectives.
- Demonstrate accuracy and attention to detail.
- Demonstrate numeracy skills and the ability to manage a budget.
- The ability to identify problems and resolve issues creatively and effectively.
- Good computer skills with experience working with Excel, Word, MS Outlook.
- Demonstrates a commitment to enhancing the student experience, excellent customer service and to the University's values and behaviours.

Desirable Knowledge, Skills and Experience

- An understanding of sport in Higher Education (including BUCS) and a general understanding of the structure of sport in the UK.
- A working knowledge of Health and Safety issues relevant to the management of sport and leisure activity.
- Health and Safety qualification.
- First Aid at Work qualification.