

UNIVERSITY OF MANCHESTER

UoM Sport

Job Description

Post: Campus Sport League Coordinator (10 posts available)
Football x2, Netball x2, Rugby, Basketball x2, Mixed Hockey, Futsal, Women's Football

Location:

Sugden Sports Centre	Basketball (Sunday afternoon)
Sugden Sport Centre	Netball (Tuesday and Wednesday evening)
Sugden Sports Centre	Futsal (Sunday evening)
Wythenshawe Sports Ground	Football (Wednesday afternoon)
Armitage Sports Centre	Women's Football (Thursday evening)
Armitage Sports Centre	Rugby (Wednesday evening)

UoM Sport

Grade: Casual, £12:66 p/hr

Hours: Up to 5hrs a week (depending on the size of the league) for up to 20 weeks in university term-time

Responsible to: Recreational Sport Coordinator

Responsible for: Volunteers/Officials

Job Purpose: Responsible for the effective delivery of the Campus Sport league structure

How to apply: Send cover letter (500 words) and CV detailing how you meet the person specification to andrew.ellison@manchester.ac.uk

Closing date: 12:00pm on 30th May. Interviews to be held from w/c 9th June or upon return in September, depending on circumstances surrounding exams and availability. Students will be contacted if they have been successfully shortlisted for interview. These can be done in person or online.

Main duties of the post

1. To act as the first point of contact for their league and know when to refer issues/queries on to the Recreational Sport Coordinator.
2. To be present at each league fixture date as the representative from Sport and to undertake the administrative responsibilities required to maintain the league.
3. To coordinate umpires/referees for the league.
4. To assist in the organisation and delivery of the Campus Sport tournaments/events working with the Recreational Sport Coordinator and the other Campus Sport Coordinators.
5. To assist the Recreational Sport Coordinator with communication relating to the league. This includes leading on creating/posting weekly content for the Campus League social media account (Instagram).
6. To assist the Recreational Sport Coordinator during the two Campus Sport Forums and during the season.
7. To act as the first point of contact for any player/umpire/referee complaints and know when to refer on to the Recreational Sport Coordinator.
8. To assist in creating links between the other UoM Sport provision and the Campus Sport Programme.
9. To work with the Recreational Sport Coordinator, the other Campus Sport League Coordinators to plan and deliver a Campus Sport Awards Evening.
10. To meet with the Recreational Sport Coordinator on a weekly basis (or when needed) to provide an update and maintain the online league tables and disciplinary fines/issues.
11. To assist the Recreational Sport Coordinator with the Sport Welcome Fair preparations and with the post-Welcome Fair administrative tasks.
12. To undertake any other reasonable duties within UoM Sport required of the post, as determined by the Recreational Sport Coordinator. This will include further opportunities to support open days and other UoM Sport events.

UNIVERSITY OF MANCHESTER**UoM Sport****Person Specification**

Post Campus Sport League Coordinator

Grade Casual

UoM Sport are looking for people who are outgoing and highly motivated to fill each of the posts. The Person Specification below indicates the essential and desirable attributes that an individual must demonstrate to be considered for the post. Please note that covering letters should be written in way that demonstrates how the applicant meets each of the attributes.

Applicants will be shortlisted if they demonstrate how they meet all the **essential** attributes. The **desirable** attributes are not necessary to be shortlisted but are advantageous.

Person Specification

Person Specification	Person Specification	Essential/Desirable	Method of Assessment
Qualifications			
	Be a current Student at the University of Manchester	Essential	Application
	Relevant level 1 or equivalent Officials qualification	Desirable	Application
	Current First Aid qualification	Desirable	Application
	Relevant coaching qualification	Desirable	Application
Knowledge and Skills and Experience			
	Have experience of how sport is delivered at the University	Essential	Application and Interview
	Experience of being involved in Campus Leagues, either as a player, official or volunteer	Desirable	Application and Interview
	Be able to demonstrate knowledge of a chosen sport	Essential	Application and Interview
	Ability to plan, organise and manage a range of activities	Essential	Application and Interview
	Be able manage time efficiently	Essential	Application and Interview
	Excellent communication skills, written and verbal	Essential	Application and Interview
	Excellent organisational skills	Essential	Application and Interview
	Effective problem-solving skills	Essential	Application and Interview
	IT skills and be confident using emails, spreadsheets, Word, Excel, Teams, WhatsApp, Instagram	Essential	Application and Interview
	Basic knowledge of Health and Safety issues and legislation relating to organised sport	Desirable	Application and Interview
Personal Attributes			
	Highly motivated and committed individual	Essential	Application and Interview
	Be able to work independently or as part of a team	Essential	Application and Interview
	Be able to work under your own initiative	Essential	Application and Interview
	Commitment to excellent customer service and excellent Interpersonal skills	Essential	Application and Interview