

UNIVERSITY OF MANCHESTER

UoM Sport

Job Description

Post:	Campus Sport League Coordinator (13 posts available) <i>Football x3, Netball x2, Rugby, Basketball x2, Mixed Hockey, Futsal, Women's Football, Cricket, Tennis</i>	
Location:	Sugden Sports Centre Sugden Sport Centre Sugden Sports Centre Wythenshawe Sports Ground Armitage Sports Centre Armitage Sports Centre Venue TBC Venue TBC	Basketball (Sunday afternoon) Netball (Tuesday and Wednesday evening) Futsal (Sunday evening) Football (Wednesday afternoon) Women's Football (Tuesday evening) Rugby (Wednesday evening) Cricket (TBC) Tennis (TBC)
Grade:	Casual, £12.66 p/hr	
Hours:	Expected 5 – 8 hours a week (depending on the size of the league) for up to 25 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 ed.baker@manchester.ac.uk	
Closing date:	Midnight on 24th May. Interviews to be held from w/c 15 th June. 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 create and upload relevant content to promote all areas of campus league on social media (Instagram)
7. To assist the Recreational Sport Coordinator during the two Campus Sport Forums and during the season.
8. To meet KPIs (key performance indicators) for the role in line with UoM Sport Strategic objectives and to feed back on progress.
9. 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.
10. To assist in creating links between the other UoM Sport provision and the Campus Sport Programme.
11. To work with the Recreational Sport Coordinator, the other Campus Sport League Coordinators to plan and deliver a Campus Sport Awards Evening.
12. 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.

13. To assist the Recreational Sport Coordinator with the Sport Welcome Fair preparations and with the post-Welcome Fair administrative tasks.
14. 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.

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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