

JOB DESCRIPTION

Job title:	Student Development Coordinator (Sports & Physical Activity)
Location:	The post will work primarily at John Moores Students' Union's main office (currently Student Life Building, Liverpool)
Working hours:	35-hours per week to be worked flexibly (annualised at 1820 hours per year), including occasional work on evenings and weekends
Salary:	£22,265 starting salary (Students' Union Grade C: £22,265 - £24,576)
Department:	Student Opportunities and Development
Reporting to:	Senior Development Manager (Student Opportunities and Development)
Staff reporting to this role:	None, but extensive volunteer support including all student group leaders from sports clubs.

Job Purpose

To empower and support student leaders to develop, deliver and evaluate student opportunities at Liverpool John Moores University Students' Union (JMSU). These activities will provide a wide range of opportunities for students to engage in co-curricular activity, try new things, be part of communities and develop their leadership skills. This post will coach and mentor student leaders to thrive in their volunteer roles and create a community of champions and ambassadors for the Students' union through their participation and involvement, fostering deeper engagement through a positive and transformative experience.

Accountabilities

The key accountabilities of the post holder will be:

- Empowering and supporting student group leaders so they are able to develop fun, effective, inclusive and impactful student opportunities;
- Continuous and sustainable growth in the range of sporting activities available and number of students engaged;
- Delivering a quality volunteering experience for allocated student group leaders;
- Implementing a framework and processes so that sport can be undertaken inclusively and safely;
- Providing high-quality development and recognition schemes to ensure that student leaders are developed and recognised for their contribution;
- Connecting student groups with relevant contacts and networks depending on their area of activities.

Responsibilities

Development

- Use research and evidence to inform the development of student leaders and new student opportunities.
- Identify, and implement, opportunities to improve accessibility, increase participation and remove barriers to engagement in student opportunities.
- Work with student leaders to ensure that every sports club has a long-term development plan in place focusing on how the activity can be enhanced and grown.

Leadership and Management

- Support, champion and role-model a high-performing, inclusive culture across JMSU.
- Act as a mentor and coach for student group leaders – providing high support and high challenge to deliver excellent performance.

Delivery

- Provide 1-2-1 support, guidance, and administration support for student group leaders in sports clubs, helping to empower them in developing their activities.
- Ensure the creation and implementation of risk assessments for sports clubs to enable activities to be carried out safely.
- Deliver an annual programme of high-quality training and development activities, resources and events for student group leaders.
- Assist the Senior Development Manager with the creation and implementation of relevant policies and procedures for student groups.
- Develop and deliver an effective recognition and accreditation process that inspires and rewards student group leaders.
- Ensure the maintenance of an up to date, accurate database of student group leaders and students interested in sport.
- Provide support and guidance in the development of new student groups.
- Ensure systems are in place for planning and booking travel for BUCS and other sports club fixtures.
- Administer and monitor income and expenditure for sports clubs against the approved budget and ensure that JMSU's financial regulations are adhered to.

Stakeholders

- Develop strong links with University departments to support and enhance opportunities for participation activities.
- Liaise with BUCS over sports club fixtures and ensure effective processes are in place for registering scores and planning fixtures.
- Manage strong relationships with student opportunities coordinators at other universities / students' unions to identify opportunities to collaborate and build partnerships.
- Work effectively with the University facilities team to ensure a smooth booking process for sports clubs.

Compliance and Risk

- Help ensure all events and activities are fully compliant with all JMSU and relevant LJMU policy, legislation including Education Act, health and safety, licensing, fundraising and are fully insured.

Other

- Help our elected Officers achieve their manifesto commitments.
- Be enthusiastic advocates for student leadership and the organisation's values.
- Actively engage in student-facing projects and activities of all kinds as required.
- Be administratively self-supporting.
- Act in an environmentally sound and sustainable focussed way.
- Maintain own professional networks and promote JMSU on a local / national level.
- May be required to work some weekends and evenings.
- Ensure equality, diversity and inclusion are core to everything we do at JMSU.
- To attend appropriate meetings as and when required by the Union.
- Undertake any other duties and responsibilities commensurate with the post.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Evidence of ongoing CPD. 	<ul style="list-style-type: none"> Educated to degree level standard. Qualification in volunteer development such as ILM level 3, or other relevant development qualification.
Experience	<ul style="list-style-type: none"> Working with and motivating students or volunteers. Communicating with a diverse range of people, both individuals and groups. Working in partnership with other organisations. Participating in clubs, societies and/or student groups / communities. 	<ul style="list-style-type: none"> Working in a membership-led or democratic organisation. Delivering effective publicity and recruitment campaigns. Building networks to generate new knowledge and opportunities. Organising and delivering engaging and effective training.
Skills, Knowledge & Expertise	<ul style="list-style-type: none"> Excellent interpersonal skills and the ability to communicate effectively in a variety ways and situations (including group situations). A commitment to supporting, enabling and celebrating volunteering as part of the student experience. Confident IT skills including using Microsoft Office and use of a variety of digital technologies. Excellent time management and organisational skills including consistency in meeting deadlines. Able to be flexible and resilient in response changing priorities and challenges. Able to establish positive work relationships, working effectively in a team and independently. Able to thrive in a busy, fast paced and change-driven environment. 	<ul style="list-style-type: none"> Expertise in the production or management of resources to support volunteer activities. Knowledge of current trends, resources and regulatory information in relation to sport and/or student opportunities. Able to respond positively to challenging situations and solve problems quickly and creatively. Good understanding of best practice in relation to training design, delivery and evaluation.
Values & Behaviours	<ul style="list-style-type: none"> A demonstrable commitment to our organisation's values. Strong commitment to, and understanding of, the principles of equality, diversity and inclusion. Comfortable working in a democratic, student-led environment with the ability to empower and build constructive relationships with elected leaders. 	

Date Completed:	April 2022
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