



JM E S U I I

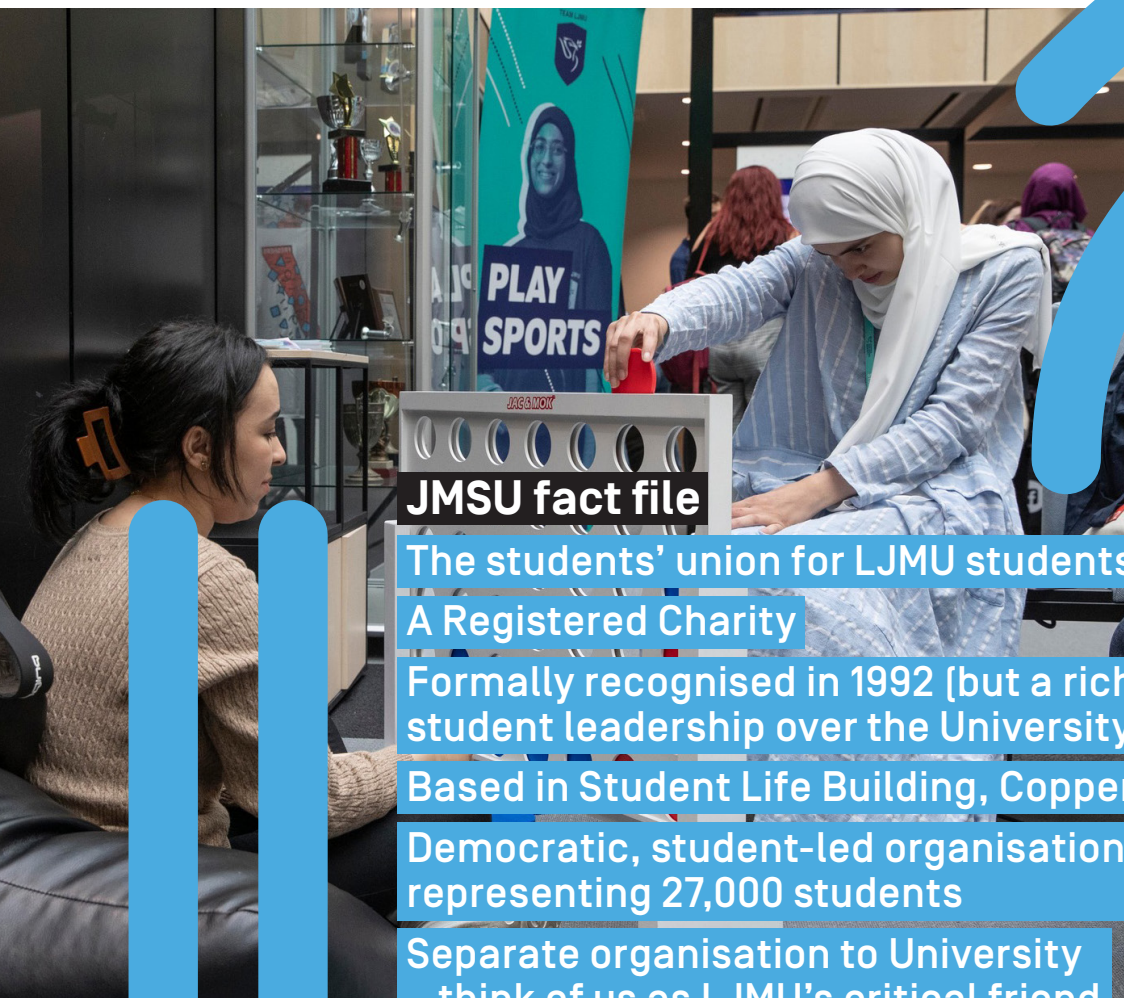
**Sports
Assistant**



Thank you for your interest in working for JMSU.

It's our job is to make sure students get the most of their time at Liverpool John Moores University and in the amazing city of Liverpool. We do this by opening our students' eyes to the opportunities University life brings outside of studying and lectures. We ignite passions, provide new experiences, speak up for positive change and above all, help students make the most of their student experience.

Our safe space gives a home to everyone, along with our societies, sports clubs, volunteering, events, independent advice, campaigning and student leadership roles which represent students at a course and faculty level. We work hard to bring great things to life, and look forward to seeing what journeys and success stories our students achieve year on year.



JMSU fact file

**The students' union for LJMU students
A Registered Charity**

**Formally recognised in 1992 (but a rich history of
student leadership over the University's 200 years!)**

Based in Student Life Building, Copperas Hill

**Democratic, student-led organisation
representing 27,000 students**

**Separate organisation to University
– think of us as LJMU's critical friend**

Our Strategy



Mission

To make a difference to people's lives.



Vision

We aim to empower students to make positive change for themselves, their student colleagues, their university and society through active participation.



Expert Representation

Being an expert in the lives of LJMU students; Capturing, analysing, and advocating to stakeholders to enhance accessibility, quality and the experience of university life.



Building Connections

[Peers, Course, Faculty Union, University, City]

Helping students connect through activity, communities and action. Maximising their time at university to aid student retention, progression, wellbeing, and achievement.



Know our students



Communicate Authentically



Drive Participation & Leadership



Build a Strong & Sustainable Students' Union



Equality, Diversity & Inclusion



How we're run

Trustee Board

Our Board of Trustees is made up of four Student Officers, three external Community Trustees and up to four Student Trustees. They are ultimately responsible for the Charity and establish, with Students, the strategic direction of JMSU and help manage risk and resource. They also support and manage the Chief Executive who is responsible for the overall management and administration of the organisation.

Funding

Each year, the university provides us with a block grant, which is our main source of funding. We also make income through commercial partnerships which support the student experience. As a charity, all money made is reinvested back into the organisation for the benefit of LJMU students.

Staff team

We employ a small but mighty team of around 25 core staff, and approximately 15 student staff. Our Senior Leadership Team includes three Heads of Service and the Chief Executive.

Our Student Officers 2022/23

Every year, students can stand to be a Student Officer and lead the direction of JMSU for one academic year, making sure students needs are at the heart of everything we do. Similarly, each year LJMU students can also vote for the students who they would like to see run our organisation via a campus-wide Elections ballot. Say hello to Marie, Gaby, Shaquita and Clodagh, our 2022/23 team.

Taking Action on Inclusion

We are proud to be a welcoming and friendly team and want all our people to feel confident to be themselves and feel they belong. We're dedicated to building a diverse and inclusive workplace and are not afraid to admit, we have more work to do. It's important that students can see themselves reflected by our staff team and so we are particularly encouraging applications from LGBTQ+ and Global Majority candidates who are currently under-represented within our core staff team.



Gaby

Shaquita

Marie

Clodagh

Role Profile

Job title	Sports Assistant
Location	JMSU main office Student Life Building, 10 Copperas Hill. Flexibility is required to work across our other campus sites and external locations as and when necessary
Working hours	35-hours per week to be worked flexibly (annualised at 1820 hours per year), including occasional work on evenings and weekends
Grade / Salary	Grade B (spine points 5 - 9) currently £20,622 - £22,807 per annum
Team	Membership Engagement
Reporting to	Opportunities and Development Manager
Line Management of	N/A

Job Purpose

You will work with JMSU sports clubs and will focus on administration support for student groups and student leaders. Also, by working closely with sports clubs, volunteers, coaches, and students across LJMU, you will support and develop sports programmes and promote wider participation in sports, enrichment activities, and physical activities across LJMU campuses.

Key Accountabilities

- Support the delivery and implementation of an effective sports programme for sports clubs, activities, events, and British University Colleges Sport (BUCS)
- Support the coordination of the BUCS competitions programme
- Monitor and evaluate relevant KPIs and targets in relation to participation numbers, number of sports clubs, and student engagement
- Work with the Sports and Active Lifestyle Co-ordinator and wider stakeholders to support and enhance opportunities within sports development

Responsibilities

Delivery

- Coordinate sports club activities throughout the year providing necessary administrative and logistical support
- Assist with the administrative tasks to host and participate in the university and BUCS competition programme are undertaken
- Contribute and deliver training programmes for student leaders
- Assist in the development of all new sports clubs at LJMU
- Assist in the delivery of the annual sporting calendar e.g., Movember campaign, Varsity, and Sports Awards
- Organise and deliver a range of sporting activities and events across LJMU campuses to increase participation in sports and enrichment activities, with particular emphasis on low participation and under-represented groups
- Assist with general club administration e.g., booking meetings, financial administration, and updating club databases
- Help ensure activities are fully compliant with all JMSU and relevant LJMU policies, and legislation including Education Act, health and safety, COVID-19 protocols, licensing, fundraising, etc.
- Develop strong working relationships with the external organisations that are registered on the volunteering platform to ensure that they can recruit volunteers and use the platform effectively

Leadership

- Act as a mentor and coach for student group leaders and students – providing high support and high challenge to deliver excellent performance
- Create a community of champions and ambassadors for the Students' Union through participation and involvement in sports and physical activity
- Provide support for student leaders and students in following and adhering to department and JMSU policies, processes, and procedures

Stakeholders

- Liaise with BUCS over sports club fixtures and ensure effective processes are in place for registering scores and planning fixtures
- Build and maintain strong relationships with other universities/students' unions to identify opportunities and collaborate
- Work effectively with the University Sports & Physical Activity Team to develop and enhance the sporting provision across LJMU
- Develop strong links with BUCS and national governing bodies to support and enhance opportunities for participation programmes

All JMSU staff will:

- Ensure equality, diversity, and inclusion are core to everything we do at JMSU, always acting with respect for others and their differences
- Help the union's elected officers achieve their manifesto commitments
- Be an enthusiastic advocate for student leadership and our values
- Support key events throughout the year, including Welcome Week and Elections. Some evening and weekend work may be necessary
- Actively engage in student-facing projects and activities of all kinds as required
- Act in an environmentally sound and sustainable focused way
- Attend relevant training courses, conferences, and meetings necessary to fulfil the duties and responsibilities of the post, taking responsibility for own continuing professional development
- Provide excellent customer service to students, officers, colleagues, and members of the wider community
- Adhere to all relevant JMSU and/or LJMU policies and ensure compliance with all legislation including Education Act, GDPR, Health and Safety Regulations, Financial, Licencing, and Insurance
- Undertake any other duties and responsibilities commensurate with the post

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Minimum Educated to GCSE Level [5-9 or equivalent in Mathematics and English]	<ul style="list-style-type: none">• Recent graduate of LJMU• A qualification in Sports Development or a related subject• Sports coaching qualification or equivalent
Experience	<ul style="list-style-type: none">• Communicating with a diverse range of people, both individuals and groups• Experience in administrative support work and event planning• Participating in clubs, societies, and/or student groups/communities	<ul style="list-style-type: none">• Member communications, with sporting bodies• Working in partnership with other organisations• Experience of organising and delivering engaging and effective events• Understanding the constraints of University Sports and potential barriers to participation for students

Skills, Knowledge & Expertise

- Excellent interpersonal skills and the ability to communicate confidently using a range of channels and in different situations (including group situations)
- 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, in a team or external contacts

Values & Behaviours

- An understanding of, and demonstrable commitment to our organisation's values
- Acts with integrity
- Strong commitment to, and understanding of, the principles of equality, diversity, and inclusion, acting with respect for others and their differences
- Comfortable working in a democratic, student-led environment with the ability to empower and build constructive relationships with others, including elected leaders

Completed by Head of Membership Engagement

Approved by Chief Executive Officer

Date Completed 27 March 2023

- Strong team working skills
- Able to respond positively to challenging situations and solve problems quickly and creatively
- Understanding of the student movement, higher education and of student issues and priorities

Don't meet every single requirement?

Studies show that women, people with neuro-developmental differences and Global Majority people are less likely to apply for a job unless they meet every qualification. So, if you are excited about this role but your experience doesn't align perfectly with the job description, we'd love you to apply anyway. You might be perfect for the post or another role at JMSU.

Contact Us

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