

ACTIVITY GROUPS COORDINATOR

TITLE:	Activity Groups Coordinator
RESPONSIBLE TO:	Student Engagement Manager
RESPONSIBLE FOR:	N/A
CONTRACT:	Permanent contract
SALARY:	Scale 3.1, (point 13) £20,803 pa
HOURS:	37.5hrs per week. This may include occasional weekend and evening work.
PLACE OF WORK:	Winchester Student Union. Occasional off-site locations including Winchester Sports Stadium, Bar End.

PURPOSE OF THE POST

To manage and facilitate the development of activity groups (sports clubs, sports teams, societies and representational networks) through effective administration and support. To assist the Student Union in the development of new and existing activity groups with a view to increasing levels of participation and enhancing the quality of experience for students. This includes pursuing development of sport at elite level and increasing the University of Winchester's British Universities & Colleges Sport (BUCS) standing, and facilitating the administration and engagement of societies and representational networks.

DUTIES

A: Activities administration

1. To assess the training and development needs of student sports and organise the delivery of a programme of training to meet their needs.
2. To assess the development needs of student societies and representational networks, organising and booking facilities and providing administrative support as required to meet their needs.
3. To assist in the provision and organisation of resources to enable activity groups to undertake their activities successfully. This includes significant communication with University departments and external facility providers.
4. To assist with the provision of the BUCS programme through fixture, officials, pitch and facility bookings, transport organisation and liaising with internal

and external stakeholders regarding the provision of facilities. To attend sports trials where possible, ensuring BUCS regulations are met.

5. To be the organisational expert in relation to BUCS fixture bookings, guidelines, appeals, rules and regulations.
6. To assist with website amendments for sports, societies and representational networks, ensuring all relevant pages are up to date, including membership prices and activity group blurbs.
7. To assist in the establishment and development of activity group opportunities alongside the Vice President, Activities; to meet an expressed demand from students.
8. To remain up to date with student extracurricular and cocurricular trends, monitoring student involvement with sports and societies. To maintain and manage various databases of students and contacts relating to student activities, ensuring information is up to date, secure and managed in line with data protection guidelines.
9. To be aware of statutory requirements governing the operation of student activities and provide advice and support to activity groups in ensuring they meet these requirements.
10. To ensure that all activity groups operate within the relevant Health and Safety legislation in respect to their activities, including relevant insurances.
11. To co-ordinate, quality check, collate, and monitor all activity group Risk Assessments, ensuring no activity group activity takes place without a comprehensive, approved Risk Assessment in place.
11. To organise and administer all student tours, liaising with relevant tour companies and working closely with the Vice President, Activities to ensure student needs are met.
12. To assist activity groups in the preparation and delivery of periodic events, including organising and administering Varsity and Winton, supporting with activity group Fresher's Fayre and Refreshers Fayre bookings, working closely with the Vice President, Activities to ensure student needs are met.
13. To work with the Vice President, Activities to identify and create methods of acknowledging and recognising activity groups for their achievements and contribution to the student experience.
14. To ensure the provision of appropriate administrative advice and support to activity groups to enable them to conduct their activities in accordance with Winchester Student Union policy and procedures.
15. To monitor membership of activity groups, including regular census points throughout the year. Compile list of all sports, societies and representational networks and check for all compliances, including signed up/paid up members.

16. To provide administrative support to the Vice President, Activities with annual activity group elections, including setting up online elections via the Union website as applicable.
17. To attend training courses and conferences deemed appropriate for the position.
18. To establish relationships and partnerships with organisations which can further the Student Union's aims and objectives in relation to activity groups. This includes sports facilities/clubs, coaches, national governing bodies, potential team sponsors, external visitors/speakers etc.
19. To administer and support activity group travel requirements, including the booking and maintaining of the Union's minibuses, adhering to Union vehicle policy.
20. To support the Vice President, Activities and Student Engagement Manager to develop Union strategy in the Activities Zone and assist in producing activity group development plans as required.
21. To support the Vice President, Activities with activity groups budgeting process and budget monitoring.

B: General

All Student Union employees are expected to work within the ethos of the Student Union and strive to achieve the following:

1. To work always within relevant legislation as well as structures, policies and procedures.
2. To work co-operatively with other Student Union staff and officers, as well as relevant external organisations.
3. To adhere to the highest standards, especially of customer service and safety.
4. To seek to continually develop and improve Student Union facilities and services.
5. To keep up-to-date with sector developments, local competition and students' views/needs, where necessary undertaking market research to generate such information.
6. To undertake necessary training and to attend all meetings as requested.
7. To promote a positive and professional image of Winchester Student Union to its members, customers, stakeholders and other external people.
8. To positively contribute to the organisation's ethical & environmental ethos.
9. To perform any other reasonable duties as requested by your line manager.