

Student Sport Manager

Strathclyde
Students'
Union



Job Description

Organisation	University of Strathclyde Students' Association		
Reports To	Head of Membership	Grade	6
Salary	£28,756 - £32,344	Contract Type	Fixed Term – 22 months
FTE	1.0 (35 hours/week)		

We are seeking a dynamic manager to lead the operational delivery of the Sports Union and implement a sector-leading club development programme.

The successful candidate will work in close consultation with the Vice President Sport to maximise engagement in student sport activities and facilitate a culture of safe participation. The post-holder will line manage the Sports Union staff team and implement a comprehensive training programme for student volunteers who lead on the delivery of sports club activities.

The individual will have good influencing and negotiating skills and be able to develop a strong working relationship with a range of partners and stakeholders, most notably Strathclyde Sport and the Sports Executive Committee. Furthermore, they will have an in-depth knowledge of the higher education sport landscape and possess excellent communication skills in a team environment.

Main responsibilities:

- Utilise knowledge and experience to develop, implement, evaluate, and effectively manage a club development programme, making recommendations to improve the provision available for the range of affiliated sports clubs.
- Ensure that the design and delivery of the Sports Union operational plan is integrated with the Strath Union strategic plan and aligned with the objectives of Strathclyde Sport.
- Provide line management of the Sports Union staff team within Strath Union, ensuring effective recruitment of staff, objective setting and monitoring of their performance.
- Develop and implement a training and education programme for sports club committee members, providing volunteers with the knowledge and skills to undertake their roles.
- Work in collaboration with the Vice President Sport and line manager to ensure that all sports clubs are inclusive and progressive. Work with other health and safety leads over club related health and safety matters, ensuring processes, risk assessments and insurance cover are in place.

- Lead the implementation of Sports Union and club related income generation streams, including management of the Sports Union membership sales platform, to ensure sustainable operations and facilitate an expansion of activity.
- Manage a delegated budget, ensuring that expenditure is within agreed limits. Work with the Sports Union Finance Committee to coordinate the allocation of club budgets and grants awarded to individual members of the Sports Union.
- Work with colleagues in Strath Union and the University to analyse the club membership model and its connectivity with Strathclyde Sport membership, making improvements to the customer experience where possible.
- Work with the Vice President Sport and Strath Union communications team to create and oversee a Sports Union communications strategy.
- Work with the Vice President Sport and Strath Union engagement team to maintain, develop and apply key Sports Union policies and procedures, including the Constitution, Code of Conduct and Data Protection policies.
- Represent the Sports Union and University of Strathclyde on relevant local, regional, and national forums, including SSS and BUCS networks, working groups and other strategic committees.
- Coordinate and resource the Sports Union team to deal with and to respond to routine enquiries from club members and other staff, providing high standards of customer care.

Support:

- Support the Vice President Sport in their dual role as a member of the Student Executive Committee and Chair of the Sports Union.
- Support delivery of the Memorandum of Understanding between Strath Union and the University of Strathclyde via Strathclyde Sport, enhancing the processes surrounding the agreement and ensuring connected and measurable pathways to clubs are established.
- Oversee and support the delivery of events, including Welcome Week, Glasgow Taxis Cup and Glasgow Rugby Varsity.
- Provide general support and consultation to elected club representatives and student groups by attending Sports Union committee meetings where required.

Student Care:

- Work in effective collaboration with Student Officers and all departments within Strathclyde Students' Union.
- Ensure that students' expectations are exceeded wherever possible.
- Deal with feedback in a courteous, efficient, and timely manner.

General:

- Comply with all Strath Union policies, procedures, and governing documents.
- Always work within Strath Union's mission, vision, and values.
- Be responsible for all health and safety requirements related to the role.

- Undertake any other tasks commensurate with the level of appointment that may from time to time be reasonably requested.
- The post-holder is expected to portray a positive image of Strath Union, both internally and externally and to set high standards of personal integrity and professionalism at all times, leading by example.
- Maintain awareness of the latest trends and developments within student sport and national governing body networks.
- Undertake such personal and professional development as required to maintain appropriate knowledge and skills to fulfil the requirements of the role. This may include attending events away from the Sports Union offices and outside Glasgow.

Person Specification

Qualifications	Essential	Desirable
Degree level qualification or equivalent professional experience	x	
Knowledge & Experience		
Relevant knowledge of student sport, national governing bodies and the wider sports landscape in Scotland and the UK	x	
Experience of event and/or project management	x	
Experience of creating and delivering training	x	
Experience of coordination or management of sport programmes	x	
Working knowledge of social media channels		x
Relevant knowledge of developments in the Student Union and Higher Education sectors		x
Job Related Skills and Abilities		
Ability to establish and maintain strong working relationships with internal and external colleagues and partners	x	
Ability to present information clearly and concisely in writing or verbally	x	
Ability to educate and empower students about sport and wellbeing	x	
Ability to work with budgets and understand management accounts	x	
Demonstrable event organisation skills		x
Personal Qualities		
A positive, student-centred approach	x	
Reliable and trustworthy	x	
Self-motivated and able to work using own initiative	x	
Ability to engage positively and proactively with a wide range of students and stakeholders from diverse background and cultures and with diverse needs	x	
Commitment to equal opportunities	x	

Other

- The role is subject to a 6-month probationary period.
- The post-holder will be eligible to join the Strath Union workplace pension scheme.
- The post may include weekend and occasional evening work.
- It is expected that the starting grade for this role would be 6.1.

- 31 days' annual leave per year plus 11 public/bank/local holidays (pro rata as necessary).
- Hybrid working may be available for this role.

Strathclyde Students' Union is committed to promoting diversity and equality for all and welcomes applications from candidates of all backgrounds. We particularly welcome applications from applicants with disabilities, from ethnic minority backgrounds, and those with diverse sexualities or marginalised gender identities as these groups are underrepresented.