

Job Description

Staffordshire University Services Ltd

General Details	
Job title:	Sports Fixtures Coordinator (ECS18-21)
School/Service:	Estates & Commercial Services
Normal Workbase:	Sir Stanley Matthews Sports Centre
Tenure:	Permanent
Hours/FTE:	24.5 hours per week, over 3.5 days
Grade/Salary:	2
Date Prepared:	June 2019

Job Purpose
<p>To act as the first point of contact for all sports team enquiries and undertake administrative tasks including arranging fixture dates, booking facilities and completion of all necessary documentation.</p> <p>To provide practical support and guidance to the Sports Club Committees.</p>

Relationships
<p>Reporting to: Head of Sports Development & Active Lifestyles</p> <p>Responsible for: None</p>

Main Activities
<ul style="list-style-type: none"> • Act as the first point of contact for all sports teams enquiries at the Sports Hub. • Ensure the administrative tasks required to host and participate in the BUCS programme are undertaken, including <ul style="list-style-type: none"> • Arranging fixture dates • Entering teams into British University & Colleges Sport events • Booking facilities both internally and externally • Arranging transport for teams to away games and tournaments • Affiliation to Sports National Governing Bodies • Ensuring that sports clubs are aware of their responsibilities in fulfilling BUCS requirements • Booking and communications with Match Officials for home fixtures • Act as the first point of contact for all home fixtures on matchdays

- Alongside the Sports Development Co-ordinator consider all budget applications from sports clubs and make recommendations to the Head of Sports Development & Active Lifestyles
- Administer budgets for areas relating to transport and officials.
- Work alongside colleagues to ensure the health and safety of student sports and that all procedures are adhered to e.g. risk assessments and trip registration completed.
- Contribute to the training programme for student leaders as and where appropriate.
- Provide practical support and guidance to the Sports Club Committees.
- Participate in the planning and delivery of the annual Large Scale events (Varsity, Sports Awards, Sports Alumni Weekend)
- Working with the Sports Development Co-ordinator develop effective working relationships with relevant university departments and external organisations, in particular BUCS and other institutions.
- Support the arrangement of weekly recreational intramural sporting fixtures
- Undertake such other tasks as may be necessary in order to achieve the objectives of Staffordshire University.

The post holder will liaise with a range of people within the University, University Sports Development, Sports Centre, Students' Union, BUCS and fellow University Fixture Co-ordinators.

Special Conditions

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Jonathan Pace – Head of Sports Development & Active Lifestyles 01782 294124

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.