



Casual Sports Development Assistant (Competitive Sport/ BUCS)

Salary: £12.03

Contract Type: Casual

Hours: 12 - 18 hours per week

Location: Ormskirk

Accountable to: Head of Sport & Commercial Services

Reporting to: Sports Development Officer



About Facilities Management

Facilities Management (FM) at Edge Hill is the largest support department at the University employing over 320 members of staff across 13 defined service areas. We provide hard and soft FM services to almost 12,000 full time equivalent (FTE) students and 2,000 FTE members of staff in addition to a significant number of visitors, partners and members of the public using the 160-acre campus. Our award-winning campus boasts over 140,000m² of built environment, including 2,500 residential bedrooms. The departmental revenue budget is circa £19m per annum, with additional annual capital expenditure typically exceeding £2m. Our multi-award-winning FM team is recognised within and beyond the higher education sector, and at senior executive and board level, for our customer-centric culture, and our direct positive contribution to the core business – the attraction, recruitment and retention of students.

The FM Values – guiding our decisions and our behaviour- (how we act):

“All that we do is underpinned by our values. Our values are embedded in our structure, our decision making, our behaviours and our performance”

- We will embrace challenge and seize opportunity
- We will expect and celebrate creativity and excellence
- We will act responsibly & with integrity
- We will show determination, resilience, ambition and adaptability
- We will work together to deliver our vision

About Edge Hill Sport

Edge Hill Sport is the university sports service run on behalf of Edge Hill University. Working in close partnership with the Students' Union and the Academic Sport Department its aim is to deliver a programme of activities in high quality facilities for the benefit of a wide range of stakeholders including students, staff, community, local schools and National Governing Bodies of Sport. Edge Hill Sport has an outstanding reputation for the wide range of activities available and we wish to recruit individuals with a positive attitude who will add to this environment and develop excellence in their role.

About the Role

The Sport Development Assistant roles (Competitive Sport) will be based within our Sports Development team and support in the delivery of day to day administrative tasks for the Team Edge Hill programme. The role will help with the planning and delivery of events, support participants competing in the BUCS programme and supporting with administrative and finance task in line with to increase participation levels amongst Edge Hill students. The post holder will work with in the Sports Development team supporting the delivery of the





Team Edge Hill program and assist then Sports Development officer to support the student led club.

This post is customer facing and varied but will include dealing with entries for BUCS event, recording of financial transactions, event planning and delivery as well as assisting with BUCS fixture arrangements as required.

The post holder will be expected to work flexibly, including some evenings. There will also be the requirement for occasional weekend work as required to organise / support events or attend meetings.

About You

With experience of administration and a keen interest in sport you; you will have excellent organisational skills and a friendly, flexible attitude.

Your positive and resilient mindset, attention to detail and excellent communication skills will ensure that you quickly establish yourself as a key member of our sports development team.

Duties and Responsibilities

- 1) Assist as required to administer the planning and delivery of (BUCS) weekly fixtures, events and individual competitions, which will include booking and allocation of facilities and transport, and support teams to ensure the submission and recording of weekly team sheets. To update and amend daily record to accurately reflect fixture changes, cancellations, and walkovers therefore ensuring accurate trial for supplier payments and fixture appeals. Provide a weekly fixture confirmation to teams, opposition and other stakeholders to a designated mailing list.
- 2) Coordinate and input all the information for the University on BUCSPAY, meeting deadlines set by BUCS, including competition entries, venues, rescheduled matches, results, and appeals.
- 3) To be a key contact between students, volunteers, Sports Development Officers, Edge Hill Sport staff and external organisations including other HEI's by responding to routine requests and communicating clearly.
- ~~4) To set the timetable for fixtures at university facilities, ensuring that bookings are entered on the computerised booking system and booking of external facilities.~~



- 5) To complete finance tasks under guidance as required on behalf of the line manager, including tasks such as raising purchase orders, checking expense claims, and submitting invoices.
- 6) Assist to maintain and utilise a database of match officials that can be used to support the allocation of officials for weekly fixtures.
- 7) Assist in the storing of equipment and kit of sports teams ensuring the appropriate kit and equipment is available at relevant times. Ensure there is an inventory of kit and equipment including any items provided to the sports teams. To support the line manager and other members of the team to ensure the efficient upkeep of equipment and resources related to sports teams, including undertaking a regular audit, ensuring appropriate measures to record use and storage and monitor health & safety concerns.
- 8) To assist in offering support to student volunteers (e.g. sports committee members) including the recruitment and co-ordination of volunteers and to deliver the best possible student experience.
- 9) To support in the collection and recording of feedback from participants and volunteers.
- 10) To contribute to the organisation and delivery of key events during the year which could include tournaments, Varsity, Sports Awards, and University promotional events.
- 11) To attend any training courses, meetings and conferences that fit the organisational objectives of Edge Hill Sport and that are deemed relevant to your post.
- 12) Provide support for all sports development activities including providing occasional cover for the delivery and supervision of sessions as required.
- 13) Support the recruitment of new participants through promotional events, word of mouth and social media.
- 14) Promote and enforce policies and procedures in line with Edge Hill Sports Development and Edge Hill Sport.
- 15) To undertake any other activities or tasks as requested by the Sports Development Officers or other senior staff as deemed appropriate within the role.



Edge Hill University

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- c) Undertake appropriate learning and development activities as required.
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner.
- f) Demonstrate excellent Customer Care in dealing with all customers.

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

It is important to note that the successful applicant will be required to undertake an enhanced disclosure for you from the Disclosure and Barring Service and that this will form part of the conditions of offer of employment.





Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

| Qualifications | | Essential | Desirable | Method of assessment (A/S/I/T/P) |
|-----------------------|----------------------------------------------------------------------------------------------|------------------|------------------|-----------------------------------------|
| 1) | A-Levels or equivalent level 3 professional qualification | * | | A |
| 2) | A sports development degree (or experience of working in a sports development environment) | | * | A |
| 3) | A NGB coaching award in one or more sports | | * | A |

| Experience and Knowledge | | Essential | Desirable | Method of assessment (A/S/I/T/P) |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|-----------------------------------------|
| 4) | Experience of working within a busy office environment supporting students, student groups, sports clubs, or volunteers. | | * | A / I |
| 5) | Experience of coordination and support for administrative functions. | | * | A / I |
| 6) | Demonstrable experience of delivering excellent customer service . | * | | A / I |
| 7) | Excellent communication and inter-personal skills with the ability to develop productive working relationships with co-workers, key service users, stakeholders and external partners | * | | A / I |
| 8) | The ability to maintain a positive attitude in the face of unexpected and stressful situations and to demonstrate professional behaviour at all times | * | | I / T |
| 9) | Proven organisational skills, including the ability to work to deadlines and deliver practical outcomes | * | | A / I / T |
| 10) | Effective problem solving and decision-making skills with the ability to use own initiative | * | | A / I / T |
| 11) | Ability to use IT packages for word-processing, spreadsheets (excel) and databases and presentations | * | | A / T / I |
| 12) | Experience of coordinating sporting fixtures, preferably regarding BUCS. | | * | A / T |
| 13) | Knowledge and understanding of sport in Higher Education in the UK, BUCS competitions and associated points scoring system. | | * | A / I |
| 14) | Experience of successfully working with sports clubs | | * | A / I |



| Experience and Knowledge | | Essential | Desirable | Method of assessment (A/S/I/T/P) |
|--------------------------|------------------------------------------------------------|-----------|-----------|----------------------------------|
| | within Higher Education | | | |
| 15) | Ability to work unsupervised | * | | |
| 16) | Experience of working in Higher Education | | * | A / I |
| 17) | Knowledge of working with sporting administration systems. | | * | A / I |
| 18) | Experience of working with Volunteers | | * | A / I |

| Other | | Essential | Desirable | Method of assessment (A/S/I/T/P) |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|----------------------------------|
| 19) | A professional and flexible approach to work, including working occasional unsocial hours | * | | A / I |
| 20) | Evidence of recent and relevant continued professional development (CPD) | | * | A / I |
| 21) | Energetic and enthusiastic with a passion for sport. | * | | I |
| 22) | Results orientated with impeccable standards around quality, service and presentation. | * | | I / P |
| 23) | Excellent customer care and networking skills, an ambassador for the service and passionate about our contribution to the customer experience | * | | I |
| 24) | Passionate about customer service and consistently delivering excellence. | * | | I |
| 25) | Highly self-motivated, versatile and willing to undertake training and development opportunities. | * | | I |

***Method of Assessment (I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)**

How to Apply

How to Apply Please complete the Casual Staff Application Form from the Edge Hill Sport website (<https://www.edgehill.ac.uk/departments/support/edgehillsport/work-and-volunteering-opportunities/>) and submit via email to edgehillsport@edgehill.ac.uk.

For informal enquiries about this vacancy you may wish to contact: Rosa Hussey, Sports Development Officer at husseyr@edgehill.ac.uk.

Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.





Edge Hill
University

