

**It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.**

**Job description for the post of:**

## **Casual Sport Activator**

**Accountable to:** Head of Sports Services  
**Responsible to:** Sports Development Officer (recreation)

### **Main Purpose of the Post**

To work within the university sport services (Edge Hill Sport) Sports Development Team to assist in the delivery of the recreational Campus Sport programme, primarily in the facilitation of high-quality activity sessions. This will involve increasing the levels of sport and physical activity amongst staff, students and the community by assisting in the introduction and development of opportunities for participation.

The post holder will be expected to work flexibly, including evenings and on weekends as required to organise / support events or attend meetings.

### **Main Duties and responsibilities**

- To assist with the delivery of social sport sessions, including semi-competitive Intra-Mural sports programmes and informal recreational sessions across a number of different sports.
- To help support the required officials, coaches and student volunteers necessary to deliver the Campus Sport programme.
- To motivate and encourage regular participation.
- To be knowledgeable about all activities and services offered by Edge Hill Sport.
- To assist in the marketing and promotion of events / tournaments / leagues as appropriate.
- To assist with the setting up and set down of equipment

- To undertake accurate monitoring of attendances for sessions in accordance with monitoring guidelines
- To implement competitive elements to sessions if required
- To actively recruit new participants to the sessions through word of mouth, promotional events and social media
- To gain feedback from participants and report to the Sports Development Officer
- To adhere to the health and safety policy procedures
- To act as a contact between students, Edge Hill Sport and the Campus Sport team by responding to routine requests and communicating clearly
- To work professionally and comply with the relevant codes of conduct
- To attend meetings as necessary

**In addition to the above duties all staff are required to:**

1. Participate in Edge Hill University's Performance Review scheme.
2. Respect confidentiality. Confidential information should be kept in confidence and not released to unauthorised persons.
3. Comply with legislation and adhere to Edge Hill University's policies and procedures and attend appropriate training as required, including Health and Safety.
4. Manage and enhance their own personal performance.
5. Participate in work-related training and staff development.

**Hours:** It is expected that the post holder will work flexible hours including evenings and weekends.

**Salary:** Casual rate £9.38 per hour

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

Completed application forms to be returned to:

**Campus-Sport@edgehill.ac.uk**

**The Sports Centre, Edge Hill Sport, St Helens Road, Ormskirk, L39 4QP**

**PERSON SPECIFICATION FORM**

**JOB TITLE: Casual Sport Activator**

**CRITERIA: Applicants should provide evidence of their ability to meet the following criteria:**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to GCSE standard in English and Maths	*	
Level 1 NGB coaching award in one or more activity		*
A sports development degree or similar (or experience of working/volunteering in a customer focussed activity delivery environment)	*	
<b>Skills/abilities/knowledge</b>		
Excellent organisational and time management skills	*	
Excellent verbal communication skills	*	
Ability to facilitate and adapt the delivery of activity sessions to be inclusive for all	*	
Ability to build rapport with others easily	*	
The ability to use initiative and work unsupervised	*	
Customer focussed	*	
A knowledge of Health and Safety issues in a sports environment		*
<b>Experience</b>		
Experience of delivering / assisting sports sessions, events or competitions	*	
Some relevant experience of coaching sport sessions		*
Experience of administrative duties		*
Experience of working in Higher Education		*
<b>Special Requirements</b>		
Passion for increasing participation in physical activity	*	
Positive, highly self-motivated and enthusiastic	*	
A professional and flexible approach to work, including working some unsocial hours	*	
Ability to work as part of a team	*	
Commitment to Edge Hill's equal opportunities policy	*	
A willingness to undertake training and CPD	*	

Modified: 25<sup>th</sup> October 2021