



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Sport Volunteering Officer, Facilities Directorate



Salary: Grade 5 (£22,214 - £25,728 p.a.)

Reference: FDCCS1126

Closing date: 8 October 2017

Sport Volunteering Officer

Sport and Physical Activity, Commercial and Campus Support Services

Do you have a passion for supporting student development and employability? Do you have excellent communication skills with the ability to build strong working relationships? Do you have experience of coordinating volunteer placement opportunities?

The University of Leeds has a new strategy for sport which articulates our aim of becoming the leading provider of University sport in the UK. Through this strategy we are committed to ensuring we provide opportunities for our students, staff and members of the local community to develop their skills and fulfil their sporting potential.

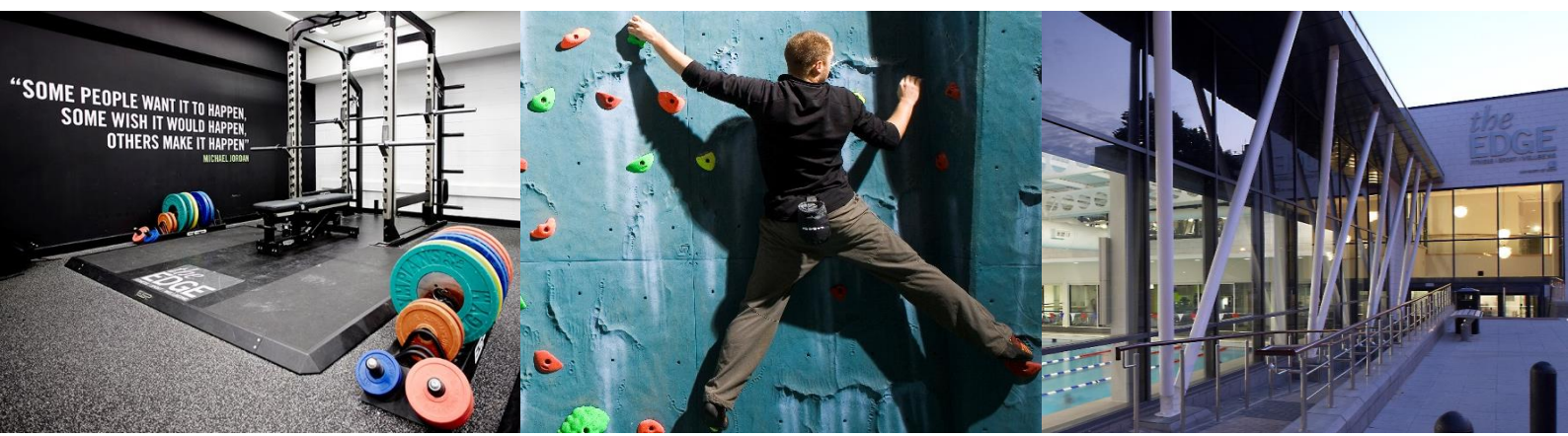
You will be responsible for the co-ordination of the University's and Leeds University Union's 'Develop Your Skills and Broaden Your Horizons' strand of our joint Sport and Physical Activity strategic plan; Climbing Higher. Through planning and implementing our Leeds Sport volunteering programmes, student training, and social action projects, you will enhance our student's employability.

You will have experience of coordinating volunteer placement opportunities and programmes and will have excellent communication skills. There may be some requirements to work evenings and weekends.

What does the role entail?

As a Sport Volunteering Officer your main duties will include:

- Working with the Professional Development Manager to maintain and develop a range of sports based volunteer opportunities for our students, and to develop a new volunteer framework for sport;
- Supporting the development of a sport social action programme aimed at developing student leaders and young leaders in the community, including the development and delivery of our overseas international social action programme;



- Coordinating the Sports Leadership Academy, Coaching Scholar, Netball Umpires Academy and Social Sport Activator programmes aimed at enhancing personal development;
- Evaluating and monitoring the sports leadership programme adapting and evolving the delivery as required;
- Working closely with external partners as well as our Volunteer Hub, Students into Schools programme and Sustainability Service to develop our offer and ensure that our work is part of wider university strategies;
- Managing and mentoring our student volunteers and leaders, including co-ordinating a range of sporting and leadership based training and supporting them to articulate their skills to enhance employability;
- Acting as the main contact for all student leadership and volunteering enquiries;
- Maintaining our online system for students to log volunteer hours, find out about opportunities and evaluate their own development;
- Delivering an attractive reward system to incentivise students to continue their participation in leadership and volunteering;
- Liaising with National Governing Bodies to maximise opportunities for student leaders through their coaching and volunteer offers;
- Co-ordinating student volunteer placements for the LEED academic electives and monitoring the quality of student placements and student development;
- Working closely with Marketing and Communications to raise the profile of leadership and volunteering opportunities across the university, producing relevant print materials, updating website material and utilising social media to promote the programme.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Sport Volunteering Officer you will have:

- Experience of co-ordinating volunteer placement opportunities and programmes, with an understanding of coach and officiating education programmes;
- Experience of working with, and alongside students and supporting them to develop and grow through coaching and mentoring;



- Experience in monitoring and evaluating projects and programmes;
- Commitment to delivering excellent customer service;
- Excellent communication and interpersonal skills, with the ability to develop effective relationships, both internally and with external partners;
- Excellent organisational skills, with the ability to effectively prioritise work, ensure accuracy and attention to detail, and to work under pressure to meet deadlines;
- Proficient in administration duties and using computer systems such as Microsoft Excel and Word;
- The ability to work independently, in a team, and across departments;
- Flexibility, with an ability to work evenings and weekends as required;
- Demonstrable behaviours in line with Commercial and Campus Support Services' and University values.

You may also have:

- An undergraduate degree (or equivalent);
- Sport development experience;
- Promotional and marketing experience for sport;
- Coaching qualifications and/or experience;
- A knowledge of sports structures within Higher Education and the external environment.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Andrew Lockwood, Professional Development Manager

Tel: +44 (0)113 343 8595

Email: a.lockwood@leeds.ac.uk



Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations on our [Criminal Records](#) information page.

