

Club Sport Officer

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| Organisation | Strathclyde Sports Union | Role | Voluntary |
| Group | Sports Executive Committee | Commitment | 4-8 hours per week |
| Responsible to | Sports Union President | Duration | 2020-21 Academic Year |

Main Responsibilities

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| 1. | Oversee the administration of the Club Score initiative, promoting the values of good club development and ensuring data submitted is accurate to calculate club health scores. |
| 2. | Act as a liaison between sports clubs and the Executive Committee regarding club development and sport programme matters. |
| 3. | Work with sports clubs to ensure a smooth handover of committee groups by ensuring relevant governance documentation is submitted and up-to-date. |
| 4. | Support the upkeep of sports club webpages on the official Sports Union website and provide basic AV and presentation support to social events, such as Captains Dinner and Sports Ball. |
| 5. | Support Sports Union staff and other volunteers on the Sports Executive with the general planning, organisation and delivery of key events, such as Sports Ball, Captains Dinner and Elections. |
| 6. | Attend and contribute to Sports Executive committee and sub-committee meetings throughout the academic year. |

Recommended Skills & Experience

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| • | Understanding of the barriers facing students with regards to accessing sport at the University |
| • | Awareness of the Sports Union organisation and internal structures from time served on a club committee |
| • | Strong communication, organisational, planning and delegation skills |
| • | Pro-active and enthusiastic individual with a passion for student sport at the University |
| • | Committed and able to contribute time and effort to the role |