

# JOB DESCRIPTION

## Competitions Assistant

<b>Organisation:</b>	Strathclyde Students' Union	<b>Department:</b>	Sports Union
<b>Line Manager:</b>	Sport Programme Coordinator	<b>Contract:</b>	Term-time (Sep to April)
<b>Hours:</b>	Up to TBC hours per week	<b>Pay:</b>	£TBC per hour (living wage)

### Job Purpose

The Competitions Assistant will support the Sport Programme Coordinator with key fixture and competition administration tasks covering all of our sports clubs entered in BUCS/SSS competitions. This role provides the opportunity for an individual to further develop their knowledge of sport administration and sport competition. This is a fantastic opportunity to gain first-hand experience working within a university sports department alongside peers in other student assistant roles.

### Main Responsibilities

1.	Support the collation of BUCS/SSS fixtures and results on a weekly basis
2.	Ensure the accuracy of fixtures and results across internal and external platforms
3.	Provide teams support with logistics when required
4.	Help to ensure BUCS/SSS entries are submitted within deadlines for individual/team competitions and events
5.	Assist in creating marketing materials related to competitions to be published via various social media platforms on a weekly basis
6.	Act as front-facing reception cover in the office as well as managing the central Sports Union email and phone line for routine enquiries from students or sports club members, providing high standards of customer care.
7.	Ensure you have sound knowledge of the general and sport specific BUCS/SSS rules & regulations.
8.	Undertake any other reasonable duties as directed by the managing staff.

## Personal Specification

(A candidate must meet all essential criteria to be considered for selection)	Essential	Desirable
<b>Experience</b>		
Current University of Strathclyde undergraduate or postgraduate student	X	
One-year sport administration or club volunteer experience (voluntary)	X	
Experience of engaging with volunteers in a comparable environment		X
<b>Knowledge</b>		
Up to date knowledge of sport club competitions at the University of Strathclyde	X	
An understanding of individual responsibility in complying with Health & Safety policies and arrangements	X	
Interest in/knowledge of wider student sport organisations, such as Scottish Student Sport and British Universities and Colleges Sport.		X
<b>Job Related Skills &amp; Abilities</b>		
Excellent interpersonal skills and relationship management	X	
Demonstrable attention to detail in both written and verbal communication skills	X	
Fully competent in the use of MS office suite	X	
Strong numeracy skills, demonstrating accuracy and attention to detail	X	
Excellent organisational and planning skills; proven ability to prioritise workload, multi-task and meet deadlines	X	
Experience creating content on Canva and Instagram		X
<b>Personal Qualities</b>		
Enthusiastic, pro-active, and dynamic person with a passion for sport and physical activity	X	
Ability and willingness to flexible working hours	X	
Ability to self-motivate when working independently	X	
Available on Monday & Thursday mornings		X

## Planning & Organising

- Meet regularly with line manager to agree priorities (weekly) and to find better ways of working, but planning and prioritising own work activities daily.
- Remain flexible to unexpected events - non-regular workload is generated through activities of student representatives within the Sports Union, or under direction from the Executive Committee.

## Relationships

- Internal relationships to include: Sport Programme Coordinator (Line Manager); Sport Manager (Head of Department); other Sports Union staff; Students' Association staff; Sports Sabbatical Officer; Sports Executive Committee; Sports Club Office Bearers; 20+ BUCS teams
- External relationships to include: Staff in other Sports/Athletic Union's and/or Universities; Strathclyde Sport staff; Scottish Student Sport; British Universities & Colleges Sport; National Governing Bodies for sport; relevant suppliers;

## Decision Making

- All proposals made require the authority of Head of Department to receive funding or enactment.
- Ensuring all policies and procedures are followed, and in the most cost effective and efficient manner.

## Job Context & Special Features

Students Associations are a specialist area where the Student Executive Committee are elected annually and as a result, presents various opportunities.

The post holder will be a member of staff who will always be expected to portray a positive image of the Union, both internally and externally and to set high standards of personal integrity and professionalism, leading by example.

## Other Information

- The successful applicant will be required to serve a 3-month probationary period.
- We value diversity and welcome applications from all sections of the community.
- The role offers up to X hours per week during term time, with the opportunity for flexible hours during varying periods throughout the term.
- The normal working hours are between 9am to 5pm Monday to Friday with break time to be taken throughout the day.
- Evening and weekend working outside normal office may be required during term to meet organisational needs.

## Application Procedure

Applicants should complete the [online form](#) and submit a CV and cover letter to [strathunion.sport@strath.ac.uk](mailto:strathunion.sport@strath.ac.uk) by the prescribed deadline.

For informal enquiries about the role, please contact Ann Taylor (Sports Programme Coordinator) on [ann.taylor@strath.ac.uk](mailto:ann.taylor@strath.ac.uk)