

# JOB DESCRIPTION

## Social & Recreational Assistant

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

### Job Purpose

The Social & Recreational assistant will support the Sport Development Coordinator with the social and recreational sport programme of sessions and events. The role provides an opportunity for an enthusiastic and energetic individual to gain experience in student engagement, sports development and active health. This role provides the opportunity for an individual to further develop their knowledge of sport administration. 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 organisation, delivery and evaluation of regular social sport sessions such as StrathACTIVE, and one-off social and recreational sport events throughout the academic year
2.	Lead a team of volunteers that are part of the StrathACTIVE programme, with tasks including setting a volunteer rota, assisting with training & skills development and ensuring quality session delivery.
3.	Build a strong relationship with internal stakeholders, such as Strath Union and relevant departments within the University of Strathclyde
4.	Aid the development and progression of StrathACTIVE by undertaking reviews and collating feedback to showcase in testimonials and reports
5.	Work closely with sports club committees on recreational sport opportunities, both within their own club offering, as well as the central Sports Union offering of organised events
6.	Assist with our marketing workstreams by contributing to digital marketing tasks such as social media posts for events and campaigns
7.	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
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 development or club volunteer experience (voluntary)	X	
Experience of engaging with volunteers in a comparable environment		X
<b>Knowledge</b>		
Up to date knowledge of Sports Union services	X	
Working knowledge of social media platforms such as Instagram and TikTok	X	
Interest in/knowledge of the wider student sport industry		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 as an activity leader either as a coach or an official		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 during weekday lunch time (12-1pm)		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 Development 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 Lee Gallacher (Sports Development Coordinator) on [lee.gallacher@strath.ac.uk](mailto:lee.gallacher@strath.ac.uk)