

# JOB DESCRIPTION

## Sports Operations Assistant

<b>Organisation:</b>	Strathclyde Students' Union	<b>Department:</b>	Sports Union
<b>Line Manager:</b>	Sport Union Coordinator	<b>Contract:</b>	Term-time (Sep 2025 to Mar 2026)
<b>Hours:</b>	Up to 6.5 hours per week	<b>Pay:</b>	£14.12 per hour

### Job Purpose

The Sports Operations Assistant will support the Sport Union Coordinator with core sports administration particularly focussed on general customer service, finance and transport. This role provides the opportunity for a current student to further develop their knowledge of sports operations and logistics, whilst also developing skills in sports administration. This is a fantastic opportunity to gain first-hand experience working within a student sport environment alongside peers in other student assistant roles.

### Main Responsibilities

1.	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.
2.	Assist with our finance workstream, by liaising with committee members, finance officer and Strath Union finance staff to monitor and maintain healthy financial accounts for sports clubs by producing balance statements.
3.	Work closely with sports club committees on the process of applying to, spending and reporting of Alumni Fund grants.
4.	Assist with our transport workstream by leading on the processing of student drivers by coordinating online assessments, conducting license checks (in accordance with the Transport Policy) and maintenance of a driver database.
5.	Help deal with various elements of club administration and deadlines such as GMs, committee training, membership sales, etc.
6.	Take on desk research assigned by line manager to support the ongoing development of student sport programmes within the Sports Union and across the University.
7.	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
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<b>Experience</b>		
Current University of Strathclyde undergraduate or postgraduate student	<b>X</b>	
One-year sport administration or club volunteer experience (voluntary)	<b>X</b>	
Experience of engaging with volunteers in a comparable environment		<b>X</b>
<b>Knowledge</b>		
Up to date knowledge of Sports Union services	<b>X</b>	
Interest in/knowledge of the wider student sport industry		<b>X</b>
<b>Job Related Skills &amp; Abilities</b>		
Excellent interpersonal skills and relationship management	<b>X</b>	
Demonstrable attention to detail in both written and verbal communication skills	<b>X</b>	
Fully competent in the use of MS office suite	<b>X</b>	
Strong numeracy skills, demonstrating accuracy and attention to detail	<b>X</b>	
Excellent organisational and planning skills; proven ability to prioritise workload, multi-task and meet deadlines	<b>X</b>	
Ability to understand and follow policies and procedures	<b>X</b>	
Experience designing content on Canva		<b>X</b>
<b>Personal Qualities</b>		
Enthusiastic, pro-active, and dynamic person with a passion for sport and physical activity	<b>X</b>	
Ability and willingness to flexible working hours	<b>X</b>	
Ability to self-motivate when working independently	<b>X</b>	

## 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 Union Coordinator (Line Manager); Head of Sport (Head of Department); other Sports Union staff; Students' Association staff; Sports Sabbatical Officer; Sports Executive Committee; Sports Club Office Bearers.

- External relationships to include: Staff in other Sports/Athletic Union's and/or Universities; Strathclyde Sport staff; National Governing Bodies for sport; relevant suppliers (e.g., vehicle hire companies, insurance brokers, assessment providers etc.).

### 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 6.5 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 Leanne Carnan (Sports Union Coordinator) on [leanne.carnan@strath.ac.uk](mailto:leanne.carnan@strath.ac.uk)