



Strathclyde
Students'
Union



Student Sport Assistant – BUCS

Organisation:	Strathclyde Students' Union	Department:	Sports Union
Line Manager:	Sport Programme Coordinator	Contract:	Term-time (Sep-21 to Mar-22)
Hours:	Approx. 7 hours per week	Pay:	£9.50 per hour (living wage)

Job Purpose

Assist the Sport Programme Coordinator with key administration tasks for clubs, teams and individuals entered in the British Universities & Colleges Sport (BUCS) competition framework.

Main Responsibilities

1. Assist the Sport Programme Coordinator to ensure the effective administration and communication of the competitive student sport and fixtures calendar.
2. Support the collation of weekly BUCS fixtures and results on the BUCS Play digital platform, updating teams on a regular basis.
3. Help to ensure BUCS entries are administered pre-deadline for individual and team competitions.
4. Ensure accuracy of fixture lists and results across internal and external platforms.
5. Prepare weekly resource packs for all teams competing in BUCS fixtures.
6. Provide team captains and other volunteers with logistical support as required.
7. Maintain up-to-date knowledge of general and sport specific BUCS rules and regulations.
8. Undertake any other tasks relating to Sports Union business that may from time-to-time be reasonably requested.

Planning & Organising

- Communicate regularly with line manager (weekly) to agree priorities and find better ways of working, but planning and prioritising own work activities on a daily basis.
- Remain flexible to unexpected events and work hours, including evening and weekend working often at short notice.
- Non-regular workload may be at times generated through activities of staff, sports clubs and committee members within the Sports Union.

Relationships

- Internal: Sport Programme Coordinator (line manager), other Sports Union staff, Sports Executive Committee, Sports Club committee members



Strathclyde
Students'
Union



-
- External: Strathclyde Sport, BUCS, Scottish Student Sport (SSS), staff in other Sports Union's, Coaches, Technical Officials
-

Person Specification

A candidate must meet all essential criteria to be considered for shortlisting:

Essential

- Current University of Strathclyde student (UG/PG)
- Demonstrable experience of sports administration or a club volunteer role
- Up-to-date knowledge and understanding of student sport competition frameworks
- Good IT skills and competent with MS office suite
- Excellent written and verbal communication skills
- Enthusiastic, dynamic person with a passion for student sport
- Excellent planning skills and proven ability to prioritise workload and meet deadlines
- Ability and willingness to have flexible working hours

Desirable

- Interest in, and knowledge of student sport, especially UoS
- Experience of undertaking club secretary (or equivalent) duties
- Experience of engaging with volunteers in a comparable environment

Job Context & Special Features

Students' Unions are a specialist area where the Student Executive Committee are elected annually.

The postholder will be a member of the student staff team and will be expected to portray a positive image of the Union and Sports Union and set high standards of personal integrity and professionalism, leading by example to other students.

Other Information

The normal working week is 7 hours with opportunity for additional hours during busy periods. Working hours will vary between 9am to 5pm, Monday to Friday scheduled in consultation with the line manager. Evening and weekend working outside normal office hours may be required to meet organisational needs.

We value diversity and welcome applications from all sections of the community.

Application Procedure

Applicants should submit a CV and cover letter on BreatheHR recruitment system by the prescribed deadline.

For informal enquiries about the role, please contact Ann Taylor (Sport Programme Coordinator) on ann.taylor@strath.ac.uk.