

**Job Description**

**Sport Facilities and Development Officer**

Job Title: Sport Facilities and Development Officer

Section: Sport & Exercise Performance Centre

Grade: Support Staff Scale 5/6

Hours: 36 hours per week, 52 weeks per year

Reporting to: Section Manager: Sport & Exercise Performance Centre

Location: Uxbridge

**Main Scope of Post:**

The Sport Facilities and Development Officer plays a key role in presenting the professional face of the college sports department and facilities as well as acting as the Student Sports Co-ordinator for the college. The role is responsible for ensuring the overall supervision of the sports and changing facilities as well as to organise, facilitate and supervise sports activities and extra-curricular activities to increase participation in sport and enrichment activities across the College. You will also need, from time to time, to supervise sport and fitness activities, and in some cases, lead these activities. This will include supervising the Uxbridge campus gym, Sports Facilities and cross-college sport activities.

Main duties will involve:

* To supervise the day-today running and maintenance of the Uxbridge campus gym, including gym membership targets as agreed with managers.
* To oversee the efficient day-to-day running of the sports hall and outdoor sport areas, including liaison with lettings, timetabling and other potential users as required.
* To search out, access and coordinate the implementation of National Governing Bodies’ (NGBs) participation programmes/offers for FE Students to ensure student active involvement in a range of sport based activities.
* To supervise the work of the Sport Academies Officer and Sports Technician.
* To provide efficient and professional customer focused services to participants of the college campus sports facilities.
* Promote Equal Opportunities and implement the College’s Equality and Diversity Policy.

## Main Duties of the Post:

**Sports Facilities:**

1. Supervision and maintenance of the Sports and changing facilities and equipment at Uxbridge College campus.
2. Supervision of a staff team, including developing and overseeing a weekly staff rota for the management of the sport and changing facilities.
3. Maintain accurate computer records of gym membership and provide appropriate reports as directed by your line manager and College Management.
4. Run gym inductions for new members.
5. Actively develop membership for staff and students through appropriate marketing activities.
6. Run appropriate day and evening classes for users as required and agreed by your line manager.

**Sports Development:**

1. To develop a community database for sport and active health companies, names and charities to build participation and volunteering opportunities for our students.
2. Be the key point of entry into a college for community sports partners, connecting them with other key college staff where appropriate.
3. Connect to existing opportunities already available in the local area and signpost students to these.
4. Build and sustain effective partnerships with NGBs, the local county sports partnership, local sports clubs and other community sports providers.
5. Access funding opportunities available through agencies such as Sport England.
6. Link and join up opportunities available through the AoC sports development elements of the AOC Sport Strategic Framework 2023-2028.
7. Provide additional and regular sports opportunities within the college for all students. Examples include sports clubs and sports activities.
8. Facilitate coaching and/or delivery of sports sessions and activities.
9. Ensure collaboration with the student body to help develop and publicise the above enrichment programme and increased engagement.
10. Be an advocate/champion for sports development within the college.
11. Share good practice with other Sports Co-ordinators or similar posts, locally and nationally.
12. Deliver on AoC - Sport monitoring and evaluation requirements.
13. Gather relevant information/data to understand the sports needs of their students.
14. Ensure facility time is available for additional and regular recreational sporting activities.
15. Represent College sport on community sports groups where appropriate.
16. Ensure appropriate Risk Assessment proformas are in place for all sports facilities (Gym; Sports Hall; Outside MUGA areas) and activities undertaken, which are reviewed annually or sooner if required and appropriate actions identified are actioned.

**Other Duties:**

1. Promote Uxbridge College to the local community and represent the College as required at external meetings and events.
2. To assist in the provision of information for Senior Management, College committees, Governing Body, the LSC and other organisations as and when required.
3. To participate in relevant training and staff development opportunities where appropriate.
4. To take an active part in the College’s appraisal and mentoring processes.
5. To promote Equal Opportunities and implement the College’s Equality and Diversity Policy.
6. To comply with all relevant Health and Safety Regulations and assist the College in the implementation of its own Health and Safety Policy.

11. To perform any other duties commensurate with the general level and scope of the post as may be required by your line manager.

**Further Education is an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.**

**Sports Facilities and Development Officer**

# Person Specification

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|  | **Essential** | **Desirable** | **How assessed\*** |
| **Qualifications** |  |  |  |
| * Qualified at Level 3 (A Level or equivalent)
 | **✓** |  | Cert/AF |
| * Personal Trainer qualification
 | **✓** |  | Cert/AF |
| * Assessor Award (A1 or Equivalent)
 |  | **✓** | Cert/AF |
| * Sports coaching qualification(s) or willing to undertake
 |  | **✓** | Cert/AF |
| * Full, clean driving licence and willingness to undertake minibus driver training
 | **✓** |  | Cert/AF |
| * Willingness to undertake First Aid training
 | **✓** |  | Cert/AF |
| *Knowledge and Experience* |  |  |  |
| Experience of supervising / working in a gym | **✓** |  | AF/IV |
| Knowledge of and interest in Sport | **✓** |  | AF/IV |
| Ability to manage and prioritise work for self and others | **✓** |  | AF/IV |
| Experience of dealing with clients and customers from a variety of different social, ethnic and cultural backgrounds | **✓** |  | AF/IV |
| * Understanding of Health and Safety issues
 | **✓** |  | AF/IV |
| * Ability to supervise others and work effectively as part of a team
 | **✓** |  | AF/IV |
| * Previous experience of supervising sport activities, including experience of organising clubs, societies or sports events
 | **✓** |  | AF/IV |
| * Experience of working with National Governing Bodies
 |  | **✓** | AF/IV |
| **Other skills** |  |  |  |
| * Ability to interact effectively with students aged 16-19 and adults
 | **✓** |  | AF/IV |
| * Excellent customer service skills
 | **✓** |  | AF/IV |
| * Excellent organisational, planning and administrative skills
 | **✓** |  | AF/IV |
| * Good IT skills (Microsoft Office)
 | **✓** |  | AF/IV |
| * Excellent communication skills both written and oral
 | **✓** |  | AF/IV |
| * Good level of literacy and numeracy
 | **✓** |  | AF/IV |
| * Flexibility to work some evenings and weekends as required
 | **✓** |  | AF/IV |
| * Current driving licence
 | **✓** |  | AF |
| * Willingness to be contacted via mobile phone during evenings/weekends by Security/Site Officers with queries
 | **✓** |  | AF/IV |
| **Competencies***Support staff should be able to demonstrate competency in all of the following areas:*Communication; Planning and Organising; Working Together ; Customer Service; Adaptability/Flexibility |  |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Micro-teach/Skills test)

Cert = Certificates checked on induction