

1 Advertisement

Post Title: 'Active US' Participation Co-ordinator

School/department: Estates and Facilities Division - Sussexsport

Hours: Full time hours considered up to 36.5 hrs per week. The role covers 5 days over a 7 day working week and will involve regular weekend work in term time.

Contract: Permanent

Reference: 10203

Salary: Grade 4 £23,144 to £26,396 per annum, pro rata if part time

Placed on: 21 November 2022

Closing date: 15 December 2022. Applications must be received by midnight of the closing date.

Expected interview date: to be confirmed

Expected start date: to be confirmed

Active US" is an exciting and innovative project delivered by Sussexsport, with the aim of getting the University of Sussex student population more physically active.

Focusing on key demographic groups, the project delivers a weekly programme of peer led, accessible and sociable sporting opportunities across the academic year. This is complemented by themed weeks and one off events, working with key partners on and off of campus.

To help deliver this project, we require an enthusiastic, creative and self-motivated Participation Officer who will have a remit to work with the Students' Union, schools of study, residences, non-active societies, the student Buddy scheme, National Governing Bodies of Sport and other key partners to grow and develop a programme of sporting activity to meet the needs of specific groups amongst the campus population.

They will be expected to work closely with other members of the Sussexsport team and the Students' Union to strengthen the overall social sport and informal competitive sport offer on campus and support the day to day operations of the service.

The applicant should have a strong understanding of planning, promoting and delivering a programme of sport; a proven ability to engage and motivate non sporting students; experience in delivering coaching sessions; experience in line managing sessional staff; competence in the use of IT tools and social media; an understanding of sporting structures; the health and fitness benefits of physical activity; being able to work within set budget parameters; knowledge of recording and evaluating data; the ability to plan, prioritise and organise work to meet agreed objectives and being able to work as part of a team.

Please contact Luke Terrill (Deputy Head of Sport) on 01273 877687 or l.o.terrill@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/sport/>

3. Job Description

Job Description for the post of: 'Active US' Participation Co-ordinator

Department: Sussexsport

Section/Unit/School: Estates and Facilities Division

Location: Sportcentre

Grade: Grade 4

Responsible to: Deputy Head of Sport (Participation and Competition)

Responsible for: Activator team

The Active US project delivers a weekly and termly programme of activity sessions for University of Sussex Students. The sessions encompass a diverse range of sports and are predominately delivered by a team of student activators, helping to ensure the project is peer led. Emphasis is put on ensuring that the sessions are relevant to the needs of the current student population and are accessible, low cost and social in their delivery and nature. Whilst all students at Sussex are welcome to attend Active US activity sessions, the project is supported by APP funds and therefore working with key partners and targeting students in receipt of APP funding is essential to the ongoing success of Active US.

The "Active US" participation co-ordinator will design and deliver a weekly programme of activities for the campus population. The role will also be responsible for delivering one off events and University themed weeks or project specific weeks of focused activity. It is essential that key partners and stakeholders are consulted on ideas and changes to the project/programme and that strong partnership work underpins Active US delivery.

The role holder will be responsible for recruiting, deploying, line managing and developing a team of student activators to deliver sessions, ensuring they deliver to sector and National Governing Body standards.

The Active US project must remain relevant and up to date for the current student population and the role will involve regular recording of session attendance, analysis of subsequent data and ongoing discussions with key partners both on and off campus on subsequent changes to the delivery of the project. The Participation Co-ordinator will also be responsible for delivering termly and annual reports to the Sussexsport Management Team and other campus stakeholders.

The role will involve close, collaborative work with our Marketing Assistant to ensure the project is communicated effectively, timely and to the correct audience. Some attendance at key promotional events such as Freshers Fairs, Open Days and similar will also be required

throughout the academic year as well as the requirement to work evenings and weekends where applicable

Key Roles

<p>1. Planning, organising, promoting and delivering a weekly/termly programme of sports and fitness activities within set budget parameters to meet the key focus areas of our “Active US” project and its funding streams, including: Inactive and semi-active students Students with a disability Students from Black, Asian and minority ethnic backgrounds Mature Students Students with caring responsibilities Students who are refugees or asylum seekers Students from areas identified as a low participation neighbourhood or areas with indicators of deprivation</p> <p>To work collaboratively with key partners on and off campus, including: the Students’ Union, University Sports Clubs, Widening Participation, the Student Life Centre, National Governing Bodies of Sport, British Universities and Colleges Sport (BUCS), Active Sussex, Freedom and Wave Leisure.</p> <p>In addition, as part of this programme the post holder will also organise flexible one off events and programmes linked to key events in the University and Sussexsport calendar, such as One World Week, Well-being Week, Freshers Week and US Girls Can Week.</p> <p>The post holder will be responsible for recruiting, deploying and line managing a team of part time student activators, who will be responsible for the delivery of weekly and one off activity sessions across a range of sports.</p> <p>The role, when required, will also involve supporting day to day operational and other wider fitness and well-being elements of the Sussexsport programme as and when required.</p>	<p>50%</p>
<p>2. Communication</p> <p>To work closely with the Marketing Assistant to promote activities. This will include the use of social media and other communication channels i.e face to face, email, etc., and representing Sussexsport at key promotional events on campus throughout the academic year.</p> <p>To meet regularly with key partners to promote activities, review success and ensure the on-going development of the project is informed and led by a process of ongoing student feedback.</p> <p>The role holder will also be expected to feedback to all “Active US” participants and play an active role in signposting students to opportunities to continue playing an existing sport or take up a new</p>	<p>20%</p>

<p>sport through the pathways identified.</p> <p>To deliver training days and updates to the activator team.</p> <p>To share best practice and learning from the project with other Universities and partners as required.</p>	
<p>3. Monitoring and evaluation</p> <p>Record weekly participation data for the Active US project via our SCUBA leisure management system.</p> <p>To make recommendations on programme changes/improvements based on weekly /monthly analysis of data as appropriate.</p> <p>To submit termly and annual reports to key partners, our project funding stream (APP) and to the Sussexsport management team.</p> <p>To cross reference data and identify patterns of participation amongst the University population, with a particular focus on: Inactive and semi-active students Students with a disability Students from Black, Asian and minority ethnic backgrounds Mature Students Students with caring responsibilities Students who are refugees or asylum seekers Students from areas identified as a low participation neighbourhood or areas with indicators of deprivation</p>	<p>20%</p>
<p>4. Team Work/Liaison/Meetings</p> <p>To attend fortnightly meetings with the Deputy Head of Sport to look at the successes, direction and plan changes for the project.</p> <p>To organise induction sessions, regular meetings and deliver appraisals for the activator team as appropriate.</p> <p>To attend Sports Management Team meetings as appropriate to report on the Active US project and/or discuss ideas for its development and strategic direction.</p> <p>To liaise with key partners on and off campus to ensure the project remains relevant, to ensure best practice and to ensure communication channels remain consistent.</p> <p>This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.</p>	<p>10%</p>

4. Person Specification

SKILLS / ABILITIES

Essential

Desirable

Experience in to planning, organising and delivering a programme of sporting activity	x	
Ability to identify, engage and motivate non-sporty students and target key demographic groups	x	
Competence in the use of IT tools and Social Media including Word, Excel PowerPoint Facebook, Twitter and Instagram	x	

KNOWLEDGE

	Essential	Desirable
Understanding of Higher Education		x
University Sports Structures		x
Sporting competition and league structures	x	
Health and Fitness Benefits of Physical Activity	x	
Basic Health and Safety and Risk Assessments	x	
Modern coaching and session delivery methods	x	

EXPERIENCE

	Essential	Desirable
Planning, promoting, organising and delivering sport and activity sessions, tournaments and events	X	
Demonstrating of the effective use of social media as a marketing, engagement and communication tool		X
Working within set budget parameters	X	
Recording, monitoring and evaluating basic data	X	
Working within a team and being able to plan, prioritise and organise work to meet agreed objectives and targets	X	
Line management of sessional staff	x	
An understanding of the operational aspects associated with working in the leisure industry	x	

QUALIFICATIONS

	Essential	Desirable
Educated to degree level or be able to demonstrate relevant experience or alternative qualifications		X
Sports Coaching Qualification or Leader Awards	x	
First Aid Qualification		X
Health and Fitness Qualification		x

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Able to work flexible and unsocial hours as agreed including some evenings and weekends	x	
Able to work independently and as part of a team to	x	

meet agreed objectives		
Willingness to lead training/updates for sessional staff and to support the progression/career development	x	
Excellent communication skills and be able to demonstrate understanding of the student population	x	
Willingness to be open to new suggestions and explore innovative and creative ways of working with students to encourage participation	x	
Willingness to work and communicate with a wide demographic of students	x	
Willingness to work in a variety of Sports environments including indoor and outdoors	x	
Be able to set up basic sports equipment as required		x