

1 Advertisement

Post Title: Senior Sports Assistant (2 posts)

School/department: Sussexsport

Hours: Average of 20 hours per week (on a 3 week rota). Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 7816

Salary: Starting at £19,623 to £21,686 per annum, pro rata if part-time

Placed on: 07 April 2022

Closing date: 30 May 2022. Applications must be received by midnight of the closing date.

Expected Interview date: tbc

Expected Start Date: tbc

- Senior Sports Assistant are required to work at Sussexsport, University Of Sussex. Hours are year round, and the posts will be expected, where required, to work additional overtime hours to cover staff holidays/sickness and help assist with events and activities that use the facilities throughout the year
- Applicants must be an enthusiastic, outgoing individuals, with an aptitude for hard work, experience is not essential.
- Hours will be on a 3 week flexible shift pattern to fit in with the Duty Managers and Senior Duty Managers, working across 7 days every 3 weeks, including mornings, evenings and weekends. We require applicants to be prepared to work flexibly and be prepared to work paid overtime wherever possible.
- Duties whilst on shift will include operational aspects such as opening/closing the building, setting up and taking down equipment, supporting gym users and keeping the facilities clean and tidy, helping cover reception, stock takes, maintenance and cleaning.

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. Senior leadership and management

The Vice-Chancellor is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Chief Operating Officer, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Chief Operating Officer heads the Professional Services of the University. In addition, under the University Statutes, the Chief Operating Officer is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Chief Operating Officer, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. Sussexsport

Main Purpose: Why are we here?

“To Enhance the student and staff experience through, physical activity”

Vision: Where do we want to be in the future?

“To be a leading South East University in our physical activity offer”

Facilities

Sussexsport is split between two sites on campus; The Sport Centre and the Falmer Sports Complex which are approximately half a mile apart.

The Sport Centre houses; 2 sports halls which cater for large number of indoor sports, a dance studio/dojo, 4 glass backed squash courts, a fitness room (incorporating spin bikes) and a therapy room which incorporates a sports injury clinic and a wide range of complimentary therapies.

The Falmer Sports Complex (FSC) is the location for our main fitness facilities including a free weights area and specialist strength and conditioning room. In addition the FSC is home to six outdoor tennis courts, 2 rugby pitches, 2 football pitches, a cricket square, a full and small size floodlit 3G pitch and artificial turf pitch and outdoor cricket nets. There is also a café bar and catering outlet.

Usage

The facilities are predominantly used by staff and students on a pay and play and membership basis although Sussexsport has regular number of community users, particularly at evenings and weekends. The Service has also hosted local, regional and international events and recently staged the European Kendo championships. We have also

provided facilities for Brighton and Hove Albion FC, the Brighton Bears Basketball team and Sussex County Cricket Club

We now run popular children’s camps in the half terms, Easter and summer vacations including sports such as basketball, netball tennis and cricket.

During term time over 20 different university sports clubs use both venues for team training. The classes and course programme offers a wide variety of aerobics, dance and movement classes with over 50 sessions offered each week. In addition our Active Us programme provides opportunities for more casual and friendly involvement in sport for players who do not play for University team.

For further information visit our web pages: <http://www.sussex.ac.uk/sport/index.php>

Additional Information for applicants

Sussexsport offers a friendly working environment and has a strong commitment to staff development and training. The service has been awarded Investors in People for the last twenty years and has gold accreditation. We also encourage all our staff to go about duties in a resource efficient way, trying to minimise the impact to the environment wherever possible. Applicants will need to have a strong commitment to working as part of focused and enthusiastic team. The successful applicant will be provided with a full induction programme which will cover the key aspects of the role including training on the services computerised booking system and till (SCUBA). Prior experience of using a computer would be advantageous.

4. Job Description

UNIVERSITY OF SUSSEX

Job Description for the post of: Sports assistant and receptionists

Dept:	Sussexsport
Job Title:	Senior Sports Assistant
Location:	Sport Centre / Falmer Sports Complex
Salary:	Clerical and Related grade 3 pro rata.
Term of Employment:	Permanent
Report to:	Deputy Head of Sport, Operations, Fitness and Performance
Job Purpose:	To assist in the smooth running of the facility, ensuring all facilities and services meet the needs of our members and various user groups.

Specific Responsibilities

Principal Accountabilities / Main tasks

1. To be responsible for the opening up and closing procedures on a daily basis.
2. With other operational staff to ensure that cash handling and computerised membership systems are operating effectively every day, to check all till reconciliation's and to assist the reception team to produce daily transaction reports where required.
3. With other operational staff to be responsible for overseeing reception staff and part time sports assistants
4. To be aware of all operating and quality assurance procedures, ensuring that these are implemented and recorded effectively. This includes checking that all customer complaints are dealt with quickly and effectively and also the customer care service procedures are followed by all staff.
5. To be aware of and keep up to date on all programme and service information to ensure that all aspects of Sussexsport is promoted effectively and customer needs are met.

- 6. To ensure that building checks are carried out throughout the shift and the daily facility worksheets are completed. To make sure that all areas are clean and tidy and in full working order. To ensure that any difficulties not resolved on the shift are brought to the attention of the forthcoming duty manager or the senior management dependant on their nature.
- 7. To carry out regular maintenance and safety inspections of facilities and equipment, and refer problems to senior staff or report to the Estates service centre where applicable
- 8. To attend to any first aid requirements as an appointed first aider.
- 9. To ensure bookings and fixture needs are met through setting up taking down of equipment and checking of booking screens on a regular basis. Liaise with ground staff where required for outdoor sports.
- 11. To monitor usage of club sessions
- 12. To cover for the receptionist if required
- 13. To ensure all promotional material and displays in the building are up to date.
- 14. To undertake training and development as required, within the overall scope of the role
- 15. To assist the senior management team where required.

Additional Duties

- 16. To assist with Fitness introduction sessions, provide fitness programmes and where applicable health and fitness assessments and class teaching.
- 17. To provide a visible presence in the fitness rooms offering informal help and advice to members and ensuring equipment is used, cleaned and maintained properly.
- 18. To assist with coaching and or teach on children’s coaching courses and Children’s parties when required
- 19. To carry out any additional duties within the overall purpose and scope of the job as required by the senior management team.

5. Person Specification

SKILLS / ABILITIES	Essential	Desirable
Clear communication - written and oral	Yes	
Ability to work under pressure	Yes	
Good organisational and motivational skills	Yes	
Ability to use own initiative and problem solve	Yes	
Good time management skills	Yes	

Ability to work as part of a team	Yes	
Ability to learn new skills and knowledge through experience and training	Yes	

KNOWLEDGE	Essential	Desirable
Competency in the use of IT (including Word, Excel, PowerPoint and Booking systems).	Yes	
Evidence of cash handling	Yes	

EXPERIENCE	Essential	Desirable
Successful experience in the leisure industry		Yes
Prior knowledge of computerised till systems and membership databases		Yes
Experience of working in a busy, customer focused environment, applying customer care principles		Yes
Experience of being a key holder		Yes
Experience of working with children		Yes
Basic knowledge of health and safety procedures		Yes

QUALIFICATIONS	Essential	Desirable
Fitness Instructor Level 2 Qualification or willingness to work towards		Yes
First aid qualification		Yes
Relevant sports or Leisure qualification eg NVQ or willingness to work towards		Yes
National Governing Body Qualifications		Yes

PERSONAL ATTRIBUTES AND CIRCUMSTANCES	Essential	Desirable
Interest in Sport, health and fitness	Yes	
Willingness to wear appropriate uniform	Yes	
Attention to Detail/accuracy	Yes	
Ability to work unsocial and additional overtime hours where required	Yes	

OTHER REQUIREMENTS	Essential	Desirable
DBS Check	Yes	