



Job title:	Sports Development Manager
Salary:	£28,000 - £30,000 pa
Job details:	Full time, 35 hours per week Monday – Friday 9.00am – 5.00pm
Employer:	Royal Agricultural University (RAU) Students' Union
Responsible to:	Students' Union Director matrix managed with Commercial Services Director
Location	RAU Campus
Main purpose of job:	To lead and manage all sporting activities at the RAU, including promotion and supervision of RAU gym

The Royal Agricultural University Students' Union is a not-for-profit organisation and the representative body for RAU students. Our purpose is to complement and enhance the experience of every student and we deliver a wide range of services and representative functions.

The Union comprises a sabbatical-officer President, 2 part-time sabbatical-officer Vice Presidents, and 7 volunteer student officers with various roles who are elected annually, 2 members of staff and an external consultant. There are approximately 1100 students at the University. We are responsible for enabling the activities and funding of 35-40 sports and social clubs, regular charity fundraising events (RAG), regular weekly entertainments, cultural tours, representing the student voice, running regular campaigns, hosting three student balls per year, volunteering in the local community and much more.

No two days are the same in the RAU Students' Union, and this new role is exciting and varied. It is ideally suited to someone who is passionate about sport, who has had experience of working with young adults and with natural leadership abilities. Strong organisational skills are also essential.

It is a great opportunity for someone looking to contribute towards providing an outstanding experience for students of the RAU.

The role will be based on the beautiful RAU campus in Cirencester. Hybrid working may be applicable.

About the role

The Sports Development Manager works closely with student clubs, Union and University leaders, regulatory bodies and other partners to define and develop a rolling programme of activity that gives students the chance to engage with sporting activities and discover new interests and opportunities. The postholder will actively seek to raise the quality and profile of RAU Sports.

In addition to supporting the RAU sports, the postholder would be responsible for oversight of the day to day running of the RAU gym. Promoting the facility and healthy lifestyle to the RAU wider community. Working with the Director of Commercial Services and facilities to explore commercial opportunities outside of the academic year.

Key Accountabilities

- Ensure the co-ordination and delivery of an inclusive and comprehensive sporting programme at the RAU
- Act as the single point of contact for overseeing all sport-related activities and procedures
- Maintain effective relationships with key stakeholders such as students, staff, the University, BUCS and the local community
- Managing and co-ordinating volunteers (club captains, student officers) to support delivery
- Manage and deliver an in-house sports coaching programme
- Work with Professional Services team to develop and promote healthy lifestyle opportunities use of RAU gym. Support commercial strategies for sport/lifestyle income generation outside of the academic year.

Main Duties & Responsibilities

Sports Co-ordination

- Manage all sports fixtures and associated procedures (medics, umpires, transport) and become the lead in all aspects of British University & College Sports (BUCS) regulations. Use the BUCS Playwaze system to input teams, results and changes ensuring all regulations are adhered to
- Develop and manage an ongoing in-house sports coaching programme within budget
- Develop robust procedures around sports related health and safety and ensure risk assessments are kept up to date
- Manage University pitch/space bookings and liaise with relevant University departments around pitch maintenance and preparation
- Manage all kit and equipment, ensuring inventories are taken, items are ordered in a timely fashion in accordance with budget and items are appropriately stored
- Work with staff and the elected officers to arrange an annual Sports & Societies Fair during Welcome Week
- Work with the Sports Officer and Union Director to develop and maintain appropriate codes of conduct, disciplinary procedures and guidelines for the Athletic Union and for Union approved Societies and be the lead in all associated processes
- Develop and deliver as appropriate training, induction and provide support for the elected officers and club captains in sports-related matters, and manage the setup of new sports clubs
- Promote and deliver initiatives aimed at the health and wellbeing benefits associated with sports and physical activities
- Network with sport organisations and other HE institutions to develop ideas and implement best practice, including attending SW region BUCS meetings and delivering feedback to the SU Director
- Work with external affiliated bodies such as the RFU, Glos & District FA to develop proactive and supportive relationships

- Ensure all student sports comply with appropriate constitutions, National Governing Bodies and regulatory requirements
- Work with the Students' Union Director and student officers in the delivery of a rolling annual plan which develops opportunities for sport and physical activity within student groups
- Work with the local community and other partners to actively seek and maximise opportunities for non-BUCS sports, including the management of varsity fixtures
- Work with captains to ensure regular meetings of the Sports Forum and maintain appropriate records
- Assist in the monitoring of the no initiations policy and advise the Students' Union Director of any potential breaches
- Work in partnership with the University to develop and RAU Sports brand and associated plans
- Support Professional services as required with sports/lifestyle related business streams.

Financial Responsibilities

- Work with the elected officers and club captains/society chairs to manage club budgets, and set an annual subscription to the Athletic Union
- Co-ordinate budget application, budget planning and grant allocation for all sports clubs
- To play a lead role in the development and management of purchasing deals in sports equipment, training, travel and other expenditure
- Manage kit sales and processes ensuring financial procedures are adhered to
- Actively seek out sponsorship opportunities for sports clubs and support/encourage student leaders to do the same
- Develop a framework to support clubs in maximising opportunities for grant funding
- Oversee the expenditure by sports clubs and support them in planning and implementing their budgets, ensuring financial procedures are followed

Increasing Participation

- Aid in the delivery of new initiatives aimed at increasing participation within sports at the RAU and to actively encourage students to take on roles within sports clubs
- To support the club captains in their roles and actively seek ways to develop both participation and performance within the teams
- Review the levels of participation in sports from all sections of the student Membership and advise the Students' Union Director accordingly
- Support clubs and coordinate events aimed at increasing inclusivity and breaking down barriers within sports teams.

Closing date for applications is Thursday 8 June. Interviews will be held on Thursday 15 June. Please note that this role is directly employed by the RAU Students' Union.

Application Procedure

If you are interested in applying for this role please send:

- Completed Students Union [Application Form](#) – you may attach your up to date CV if you wish to add additional information
- Covering letter briefly highlighting your reasons for applying

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

	Essential	Desirable	Tested by
Knowledge, Education, Qualifications and Training			
Educated to degree level or equivalent	X		Application
Knowledge and understanding of the HE sector and student life cycle.		X	Application / Interview
Qualifications in sporting-related disciplines		X	Application
Knowledge of the BUCS systems and regulations		X	Application / Interview
Skills and/or Abilities			
Excellent interpersonal, networking and communication skills including a professional approach	X		Application / Interview
High level of personal integrity, ability to act as a role model and demonstrate leadership qualities	X		Application / Interview
Passion for the importance of the role of sports in the development and welfare of young adults	X		Application / Interview
Strong organisational skills, ability to manage own workload effectively and to meet deadlines	X		Application / Interview
Excellent administrative skills, including accuracy and a high degree of attention to detail and ability to write reports, papers and meeting minutes	X		Application / Interview
Strong networking skills and proven ability to develop productive relationships and partnerships with a diverse range of stakeholders	X		Application / Interview
Ability to deliver and/or co-ordinate the delivery of sports coaching programmes	X		Application / Interview
Proven ability to use creative problem-solving techniques, and demonstrate a can-do approach	X		Application / Interview
Ability to understand complex regulations and to translate those regulations into guidelines for stakeholders		X	Application / Interview
Experience			
Demonstrable post-graduation work experience	X		Application / Interview

Experience of providing support to students or young adults	X		Application / Interview
Experience of sports coaching		X	Application / Interview
Experience of managing budgets and associated finances		X	Application / Interview
Experience of planning and delivering projects		X	Application / Interview