

RUGBY UNION ACTIVATOR

JOB DESCRIPTION

Grade: 2 (£12.60 per hour, 5hrs per week)

Responsible to: Student Engagement Manager

Responsible for: NONE

Functional Relationships: Sport Committee members,
Union Staff, University Staff

A MESSAGE FROM THE SU PRESIDENT AND CEO



Fajar Ajmal
SU President 24-25

Thank you for considering a role with Northampton Students' Union! As a student-led organisation, we are here to represent, support, and empower every student at the University of Northampton. Our work is driven by the needs and voices of our members, and we are constantly striving to create a positive and enriching experience for all students. By joining our team, you will be part of an organisation that is committed to making a real difference in students' lives.

The Students' Union is an exciting and dynamic place to work, where no two days are the same. We provide vital services, deliver impactful campaigns, and create opportunities for students to develop, grow, and thrive. Whether you are directly engaging with students or working behind the scenes, your contribution will play a crucial role in shaping our success and ensuring we continue to support our members in the best way possible.

We are always looking for passionate, dedicated individuals who believe in our mission and want to help us build a stronger, more inclusive community. If you share our vision of a Students' Union that

puts students first, champions diversity, and drives positive change, we would love to hear from you. This is an exciting time to join us, and we look forward to welcoming you to the team.

At Northampton Students' Union, we are proud to be an organisation that is continuously evolving to meet the needs of our members. We are committed to delivering high-quality services, fostering student leadership, and creating an environment where both students and staff can thrive. Our work is underpinned by a strong strategic vision, and we are always looking for talented individuals who can help us achieve our goals and make a meaningful impact.

We recognise that our strength lies in the diversity of our people, and we are dedicated to building an inclusive, supportive, and dynamic workplace. We actively encourage applications from individuals of all backgrounds, particularly those from underrepresented groups, as we strive to create a team that reflects the vibrant student community we serve. Every member of staff, regardless of role, plays a vital part in shaping our organisation and ensuring we continue to grow and improve.

This is an exciting time to be part of Northampton Students' Union, and we are looking for individuals who are ready to bring their skills, passion, and ideas to our team. If you are eager to contribute to a forward-thinking, student-focused organisation, we would love to welcome you.

Thank you for considering a role with us, we can't wait to meet you!



Roger Weston
Chief Executive Officer

STRATEGY 2023-27

OUR VISION

We are at the heart of student life, ensuring our students have an exceptional university experience.

OUR MISSION

Together we strive to improve the university experience by:

- Inspiring students to build strong communities where they flourish individually and collectively.
- Empowering students to make positive changes on behalf of the student community.
- Supporting students through their academic journey.

OUR GOALS

A Better Students' Union- We will be at the heart of student life, increasing student engagement in union activities, involving them more in decision-making, listening to their views, and broadening our appeal.

An Excellent University- We will curate a strong partnership with the university at all levels by becoming a reliable and credible source of insight, establishing ourselves as a vital stakeholder, especially when decisions are made affecting students. We are firm in our belief that by responding to student opinion, the University will make effective and experience-improving changes.

Maximising Our Town- We will connect students with the best Northampton has to offer, as well as working with local stakeholders to improve students' experience when living and/or studying in the town.

OUR THEMES

Building strong student communities- We are dedicated to the development of student communities on and off campus. We want to bring students together to improve their experience and sense of belonging to the union, university, and the town.

Empowering students to co-create an outstanding academic experience- The SU empowers student reps and groups to provide a strong, coherent voice to the university and wider community, ensuring decision making is always informed by student opinion. Our core responsibility is to make sure student voice is valued and acted upon in all areas of the institution.

Ensure our students have the support they need to help them succeed at university- We will develop and improve SU services, and partner with UON and community support services to give students the wraparound support they need to flourish in Higher Education.

JOB DESCRIPTION

Principal Duties and Responsibilities of post-holder

1. Be an ambassador for Rugby Union (primarily women focused), positively promoting the game and participation in our university program.
2. Organise/support social sports sessions, including semi-competitive Intra-mural sports programs and informal recreational sessions.
3. Deliver a minimum of one tournament per academic year to offer playing opportunities to new participants (any format).
4. Promote activity via face to face and digital platforms (institutional, SRFU and RFU).
5. Monitor and report to the RFU the number of participants in programs and support participants in completing Adult Player Registration on GMS.
6. Work with staff at the Student's Union to develop Rugby Union and implement the development plan.
7. Help support the required officials, coaches and student volunteers necessary to deliver the Rugby Union program.
8. Attend regional forums.
9. Promote volunteering opportunities (e.g. T1 rugby) to students.
10. Ensure that finance process is followed for all related expenditure. This includes raising PO numbers, processing invoices, making credit card payments, using online payment systems and the ability to keep accurate financial records.

To contribute to the overall effectiveness of the Union

1. Actively participate in meetings, personal development, and training events where there is a clear link to our strategy, your role or personal development.
2. Ensuring that statutory and legal obligations are met.
3. Ensure our financial sustainability by adhering to all financial procedures and processes of the Students' Union.
4. Promoting the Students' Union's various policies within your work, in particular Health & Safety, Equality & Diversity, Ethical, and Environmental.
5. Contributing to the positive image of the Students' Union with students, the University and the local community.
6. Working across the Union to share skills, improve capability or capacity and in support of service delivery.
7. Be flexible in your approach to work, ensuring you can work at any site as required, and unsociable hours as required to enable us to fulfil our mission.
8. The job description may be altered at any time in the future in line with the level of the post to meet changing requirements, please be assured that this will only be done in full consultation with the post holder.
9. Such other duties and projects as may be reasonably prescribed by the Union, appropriate to the grade and responsibilities of this post.

PERSON SPECIFICATION

The person specification will be assessed initially by the application form, followed by Interview and if required, assessment.

Attributes	Criteria	Essential	Desired	Assessment Methods: <ul style="list-style-type: none"> • Application Form • Interview
Skills, Knowledge, and Experience	Working independently as part of a team.	X		<ul style="list-style-type: none"> • Application Form • Interview
	Working with sports clubs / students / young people.		X	<ul style="list-style-type: none"> • Application Form • Interview
	Working for a dynamic organisation and adapting to change.		X	<ul style="list-style-type: none"> • Application Form • Interview
	Experience of working in sport within a HE environment.		X	<ul style="list-style-type: none"> • Application Form • Interview
	Excellent organisational skills.	X		<ul style="list-style-type: none"> • Application Form • Interview
	Ability to follow clearly defined procedures with a high degree of accuracy.	X		<ul style="list-style-type: none"> • Application Form • Interview
	Ability to work with a range of customers.	X		<ul style="list-style-type: none"> • Application Form • Interview
	Ability to receive and convey information in a clear format.	X		<ul style="list-style-type: none"> • Application Form • Interview
	Excellent customer care skills.	X		<ul style="list-style-type: none"> • Application Form • Interview
	Experience in devising events and activities.		X	<ul style="list-style-type: none"> • Application Form • Interview
	Excellent interpersonal skills with the ability to communicate effectively at all levels and liaise both internally and externally.		X	<ul style="list-style-type: none"> • Application Form • Interview

HYBRID WORKING

The Union is committed to supporting a flexible approach in the way we work, to meet staff's individual needs and the Union's organisational needs. Building on our Flexible Working policy, we recognise that the option to work remotely increases efficiency, engagement, and employee satisfaction.

Whilst hybrid working is an option, the Union will accommodate staff working from wherever they feel comfortable, including their homes or campus. The Union will not allow staff to work from outside of the UK, unless they are representing the Union at a work-related event. Managers will discuss individual needs, preferences, and circumstances with staff to find the best working arrangements that balance with the requirements of the role.

- **Frontline roles** (e.g., Uniexpress Retail assistant) will not be able to request for hybrid working due to the nature of their work.
- **Student Facing roles** (e.g., sports and societies) should be on campus at a ratio of 4:1 (80%) during term time. If the service allows, this could be flexed 3:2 (60%) during non-term time.
- **Office Based roles** (e.g., finance) should be on campus at a ratio of 3:2 (60%). If the service allows, this could be flexed 2:3 during non-term time (40%).

This particular role has been identified as: Frontline role

Office Use

Name of role	Area of Work	Version	Approval Committee	Approval Date	Revision Date
<i>Rugby Union Activator</i>	<i>Membership services</i>	1	HR (Ops)		