

SPORTS ADMINISTRATOR

JOB DESCRIPTION

Grade: 2 (£13.45 ph)

Responsible to: Sports Development Coordinator

Interview Date: TBC

Responsible for: None

Functional Relationships: Sports Committee Members,
Union Staff, University Staff, Sports Staff at other
institutions

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

Goal 1: 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.

Goal 2: 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.

Goal 3: 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

Theme A: 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.

Theme B: 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.

Theme C: 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. Provide operational support to our sports clubs that enables them to both fulfil and host British Universities and Colleges Sport (BUCS) fixtures against other universities, including the organisation of transport, facility bookings, registering individuals and teams for competitions, submitting results, and hiring of officials.
2. Be the first point of contact for all queries from students and other universities in relation to club administration and fixtures.
3. Provide effective training to students on using the BUCS play system, and using the system effectively to ensure fixtures and team sheets are accurate.
4. Ensure that finance processes followed for all fixture 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. Be first of point of contact for student queries on reception when required.
2. Actively participate in meetings, personal development, and training events where there is a clear link to our strategy, your role or personal development.
3. Ensuring that statutory and legal obligations are met.
4. Ensure our financial sustainability by adhering to all financial procedures and processes of the Students' Union.
5. Promoting the Students' Union's various policies within your work, in particular Health & Safety, Equality & Diversity, Ethical, and Environmental.
6. Contributing to the positive image of the Students' Union with students, the University and the local community.
7. Working across the Union to share skills, improve capability or capacity and in support of service delivery.
8. 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.
9. 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 assure that this will only be done in full consultation with the post holder.
10. 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	Required	Desired
Experience	Fulfilling administrative duties in a paid or voluntary employment role	X	
	Working with multiple partners across a range of tasks	X	
	Working independently and as part of a team	X	
	Working with sports clubs / students / young people		X
	Working for a dynamic organisation and adapting to change		X
	Experience of working in sport within a HE environment		X
Skills and Knowledge	A working knowledge of BUCS and University sports fixtures		X
	Excellent organisational skills	X	
	Ability to follow clearly defined procedures with a high degree of accuracy	X	
	Ability to communicate with a range of customers	X	
	Ability to receive and convey information in a clear format	X	
	Excellent customer care skills	X	
	Excellent IT skills including use of Microsoft Word and Excel	X	
	Ability to multi-task and work under pressure regularly	X	
	Excellent organisational skills	X	
	Good numeracy skill	X	

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
Sports Administrator	Membership Services	3	HR (Ops)	26/06/26	26/06/27