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| UNIVERSITY OF NOTTINGHAM NINGBO, CHINA  RECRUITMENT ROLE PROFILE FORM |

**Job Title:** Sports Development Manager

**Salary:**  RMB299,872 – RMB358,062 per annum depending on skills and experience (salary progression beyond this scale is subject to performance). In addition, an attractive package including accommodation allowance, travel allowance and insurance will be provided for international appointments.

**Contract Status:** This post will be available from 1st April 2018 and will initially be offered on a fixed-term contract with University of Nottingham Ningbo China for a period of five years. This contract may be extended on an indefinite basis by mutual agreement.

**Hours of work:** Hours of work are 36¼ per week. Candidates will need to be flexible in their approach to their working hours noting that the operational hours are between 7am and 10.00pm seven days a week. Post holders may be occasionally asked to work outside of normal working hours.

**Location:** University of Nottingham Ningbo China

**Reporting to:** Director of Sport & PE

**The Purpose of the Role:**

To develop, promote and deliver sporting activity within the University, from recreational provision, intramural through to sports club development and external team representation. To manage staff and a student workforce. To liaise with key professional services such as the Student Engagement Office, Residential Colleges and Student Union to play a central role in enhancing the overall student experience. To provide overall support for the delivery of the UNNC Strategy for Sport and PE in achieving the KPI for student satisfaction.

**Main Responsibilities**

**Staff Management and Leadership**

* Lead and manage staff and a student workforce to deliver the sport and recreational programmes at the University of Nottingham Ningbo China (UNNC) campus.
* Oversee the management of the Adventure Sports area of provision, leading and managing the Adventure Sports Administrator.
* Develop staff to perform at the highest quality and be flexible to the growing needs of the Department of Sport.

**Sports development, promotion and service delivery**

* Lead the development and promotion of sport within the University to applicants, students, alumni and staff within all extra-curricular and co-curricular sports activities.
* Set up a range of extra-curricular programmes for those new to the activity or inactive students to encourage participation in sport, delivering sessions as required
* Introduce a Sports Leadership Programme by recruiting, training and developing a student workforce to help support the delivery and engagement of students in sport.
* Coordinate the introduction of an intramural programme across a range of sports at UNNC.
* Oversee and provide advice and support to the whole sports club development process to improve the organisation, management, and participation with all student sports clubs, from participation to competitive external sports representation.
* Assist sport clubs with the provision of coaching, administration and performance guidelines and on good practice including health and safety.
* Oversee the development of clubs to achieve success in external sports competition.
* Ensure all sports participation activities are inclusive to all and consider different UNNC population needs, including those with disabilities and considering different interests of Chinese nationals and international students, drawing on UK and Malaysian resources where appropriate.
* Contribute to the goals and interventions for sport within UNNC’s 2020 Strategic plan and the Strategic Plan for Sport 2017-2020, particularly around supporting recruitment and retention, enhancing student learning and campus experience, and in providing opportunities for improving graduate employability for all students.
* Develop provision for short course delivery to support the participation area of work e.g. coaching awards, volunteering training etc.

**Liaison with Internal and External partners**

* Work closely with the Director of Sport and with relevant colleagues in the University to identify and develop new initiatives to support the enhancement of student and staff wellbeing.
* Work with student sports clubs and professional services, to support the sports club development process.
* Work closely with the Student Engagement Office, Residential Colleges, Student Society Centre and Students Union among other professional and academic areas to develop all areas of sports participation.

**Management of Resources and identification of external funds**

* Identify budgetary needs for sports participation, including annual resource needs and allocation of funds.
* Develop new strategies to generate additional income for student sports teams and clubs.
* Identify new funding opportunities and take the lead in applying for funding to increase sports participation.

**Additional duties**

* Any other duties as reasonably be required by the Director of Sport.
* Work within the University policies and procedures relevant to the post.
* Keep up to date with professional knowledge and skills through participation in training and development activities.

**Knowledge, Skills, Qualifications & Experience:**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Education** | * A good undergraduate degree in the area of Sports. Development or a related field of sport. | * A master’s degree or above from an institute of higher education. * Membership of a relevant leisure or sports. management institute. * Coaching qualification(s). |
| **Skills and Abilities** | * Ability to communicate fluently in English. * Demonstrated ability to lead and motivate staff. * A high degree of self-motivation. * Effective communication and interpersonal skills, with the ability to influence and challenge existing practice. * Excellent planning, organisational and time management skills. * Excellent team working skills with a proactive and flexible approach. * Creativity, with the ability to generate ideas to shape the future direction of sports participation programmes. * An ability to think strategically as well as focus on operational details. * An ability to work with and manage students and student representative structures. * Ability to present information clearly and articulately both orally and in writing. * Understanding of and commitment to, equality and diversity and the provision of inclusive sport and active recreation. |  |
| **Knowledge and Experience** | * Experience of managing higher education student sport development * Knowledge and experience in delivering student sports participation programmes. * Experience of working with student sports clubs. * Knowledge and experience in event management and competition structures. * A track record of successful service delivery within higher education and identifying creative students to increasing sports participation. * A track record of partnership working and developing relationships with community, sporting and governmental bodies. * Experience of budget management. | * Experience of a leadership role in a sports organisation. * Success in gaining external funding for sport. |
| **Statutory/Legal** | * Appointment will be subject to a satisfactory criminal records bureau check at the enhanced level. |  |
| **Other** | * A willingness to work evenings and weekends as the role demands. |  |

Informal enquiries may be addressed to: Sarah Humphreys, Director of Sport, email: [Sarah.Humphreys@nottingham.edu.cn](mailto:Sarah.Humphreys@nottingham.edu.cn) Please note that applications sent directly to this email address will not be accepted.

**Please quote ref. 180003 Closing date: 25 February 2018**

Please be advised that your references will be contacted prior to interview.