



Job title	Club Development Officer	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	Sport	Location	University Park Campus

Purpose of role

To support delivery of the University's Vision for Sport through the strategic and sustainable development of student sports clubs. To work in partnership with the Students' Union and other key stakeholders with the aim of delivering the best possible student sporting experience.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Strategic Club Development <ul style="list-style-type: none">• Drive the delivery and monitoring of club action plans.• Develop mutually beneficial partnerships with local clubs and NGBs to further enhance the student sporting experience.• Support clubs with both short term and long term planning;• Help clubs deliver across the whole spectrum of ability, with connectivity between the different performance levels.• Work with club coaches to develop strategic objectives.• Support clubs in securing club accreditation / affiliation where appropriate.• Keep the SU Sports Officer informed and up to date with issues relating to clubs.• Assist in meeting the overall University Vision for Sport and translate the macro vision so it is relevant at individual club level.• Represent the University on the relevant local, regional and national forums e.g. BUCS.• Build trust and credibility with internal and external stakeholders, looking for collaboration opportunities and alignment of approach.	35 %
2	Performance Sport <ul style="list-style-type: none">• Support the wider delivery of the University's performance sport programme, including effective communication and liaison with club coaches, practitioners and performance staff.	15%

	<ul style="list-style-type: none"> • Support the contracting and delivery program of the club coaches to create effective performance environments, including a range of termly and annual review meetings with club committees and coaches. • Support the sourcing, recruitment and development of coaches. • Support the planning of pre-season training. • Assist clubs with the proactive recruitment of potential student athletes. • Ensure elite athletes are engaged in club activity / BUCS competitions. • Help deliver the University aspiration of a consistent top 3 BUCS finish. 	
3	Holistic Sports Clubs <ul style="list-style-type: none"> • Work to support club connectivity to broader sporting programs such as IMS, Just Play, the Leadership Academy and Inclusive sport. • Support the development of coaching and officiating courses to enable holistic expansion of clubs. • Utilise club data to measure and monitor key metrics around holistic and performance development of clubs. 	10%
4	Officer Training and support <ul style="list-style-type: none"> • Develop and deliver club committee training and education courses in conjunction with other staff areas. • Ensure best practise is shared across sports clubs. • Support the professional development of the Student Union Sports Officer. 	10%
5	Club financial Management: <ul style="list-style-type: none"> • Working in conjunction with the Students' Union Finance team, proactively manage sports club financial issues, including short and long term budget planning, forecasting, monitoring club income and expenditure, introducing appropriate controls, and securing best value. • Support the delivery of finance and budget training for club committees; • Support clubs with sponsorship and CBTRC Cascade applications. • Maximise opportunities for additional income through funding bid submissions and innovative enterprises. 	10%
6	Club Operation & Safety <ul style="list-style-type: none"> • Work with the Students' Union Health & Safety Team to ensure clubs are aware of their responsibilities, have appropriate procedures in place and check that the procedures are understood and followed. • In consultation with the Sports Officer and the students Union, support grievance or disciplinary matters related to club activity in accordance with the University and Students' Union Code of Conducts. • Ensure club affiliations are in place and stay abreast of statutory requirements for clubs / sports. 	5%

7	<p>Raise the profile of club activity to support the wider aims of the role:</p> <ul style="list-style-type: none"> • Work with marketing teams from both the University and the Students Union to ensure the effective reporting and promotion of all club activity through relevant media (e.g. Facebook, Twitter, Instagram, student media) to existing and prospective students. • Look to build the spectator base for example through supporting showpiece headliner fixtures; • Ensure effective communication with partners and stakeholders; • Enhance the sports development and student club portal. 	5%
8	<p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Regularly consult with a wide base of students to monitor current requirements and identify opportunities for development. • Support effective data gathering to demonstrate delivery and impact against the Vision for Sport, and other areas of note as required. 	5%
9	<p>Other</p> <ul style="list-style-type: none"> ▪ Support the delivery of club related sports events and programmes including but not limited to: Varsity, Open Day, Prospect Days, Sport Scholarship Awards, Induction Events, Headliners, Sports Ball, Sporting Excellence Awards, Alumni Sports Weekend and Welcome Fairs. ▪ Represent the University on the relevant local, regional and national forums e.g. BUCS SAGs, Working groups and Strategic committees ▪ Provide lifestyle support to sport scholars and/or TASS athletes if required. ▪ Deputise for the Club and Coach Development Manager as required. ▪ Any other duties in line with the role grade. 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Ability to work both independently and as part of a team. ▪ Problem solving skills. ▪ Ability to establish and maintain effective working relationships with people at all levels ▪ Ability to prioritise work effectively and meet deadlines ▪ Ability to work and plan strategically ▪ First line supervisory skills – scheduling, monitoring and reviewing work by others ▪ Demonstrable event organisation skills, ideally sports related. ▪ Excellent interpersonal skills that build trust and respect. ▪ Advanced analytical skills, with a solution focussed and innovative approach to problem solving. ▪ Conflict resolution and negotiation skills ▪ Ability to multi-task and manage a diverse workload ▪ Coach development skills 	<ul style="list-style-type: none"> ▪ Ability to influence a range of internal and external stakeholders.
Knowledge and experience	<ul style="list-style-type: none"> ▪ A good understanding of health and safety in sport ▪ Experience of delivering training and mentoring ▪ Experience of working with and supporting performance level athletes. ▪ Experience developing sports within 2 of the following groups: Indoor Sports, Outdoor Pursuits, Water-Based Sports. ▪ Computer literate, with a good base of working with the Microsoft Office suite and social media. 	<ul style="list-style-type: none"> ▪ Experience and proven track record of successful sports club development ▪ Staff recruitment and management experience including target setting, performance management, appraisals. ▪ Coach development experience ▪ Understanding national programmes relevant to the sector including, UK Sport, Sport England, TASS. ▪ Working knowledge of the broader university sector and

	<ul style="list-style-type: none"> ▪ Knowledge and understanding of the structures of university sport, in particular the BUCS programme. ▪ Experience managing budgets ▪ Project management experience ▪ Experience of gathering, analysing and presenting data. ▪ Experience of developing and providing training to both volunteers and specialist deliverers ▪ Experience of working with National Governing Bodies, Sport England, UK Sport or other national level sports institutions. ▪ Experience of working with Sports coaching 	<p>areas that could connect with sport</p> <ul style="list-style-type: none"> ▪ A good understanding of health and safety in sport ▪ Experience of working in the Higher Education sports club environment ▪ Experience of successfully delivering sponsorship bids and grant applications ▪ Experience of working in the BUCS structure ▪ Knowledge or experience of handling sensitive data and an understanding of Data Protection legislation. ▪ Experience of marketing sport to students
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Sports related degree OR Equivalent experience working in sports development ▪ Evidence of basic literacy and numeracy i.e. GCSE Maths and English Grade C or above. 	<ul style="list-style-type: none"> ▪ Sports Management degree or equivalent ▪ TALS Qualification ▪ NGB Level 2 coaching qualification
Statutory, legal or special requirements	<ul style="list-style-type: none"> • Enthusiastic and dynamic personality with a passion for sport • Flexible and creative approach • Excellent customer service ethic • Clear ability to work effectively with and motivate / inspire students. • Demonstrable focus on quality and excellence. • Able to work flexible hours, including some evenings and weekends if necessary. • Satisfactory Enhanced disclosure obtained from the Disclosure and Barring Service. 	

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
Taking ownership	Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as H&S, EDI and other considerations.
Forward thinking	Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process
Professional pride	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
Always inclusive	Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others



