

**University of East Anglia - Student Sport**  
**Academic Sports Activator 2017-2018**

**4 hours per week (Voluntary) term-time only**  
**1 academic year fixed-term**

The post-holder will work with uea+sport (the University Department of Sport), Sportspark, Student Union, UEA sports' club committees and NGB's to promote, develop and implement effective student sport provision across the University. This will entail assisting with the existing and expanding student sports development programme offered to the various groups within the University.

You must be undertaking an undergraduate or post-graduate course of study at the University of East Anglia. In addition applicants should have an excellent knowledge and understanding of the current UEA Sport programme and a good working knowledge of social networking platforms. An interest in and affinity with sport is desirable but not essential, along with the willingness to officiate at a variety of different sporting events. Refereeing or coaching qualifications are desirable but not essential.

Further particulars and an application form are available from:  
Becky Wilkinson ~ Student Sport: [becky.wilkinson@uea.ac.uk](mailto:becky.wilkinson@uea.ac.uk)

**Why get involved?**

- Gain experience of sports event delivery & management.
- Enhance your employability.
- Something credible to detail on your CV.
- Possible further opportunities paid or voluntary at UEA.

**What will you get?**

- Off-peak access to **either** the swimming pool **or** the fitness centre for the duration of the appointment. (users of the fitness centre option will need to complete an induction, paid for by the individual concerned).
- UEA Student Sport Activator kit
- End of year report/feedback from the Department of Sport to use as a reference or for your portfolio.

**Responsible to:** Becky Wilkinson & Joseph Skeet ~ uea+sport  
**Contract:** September 25<sup>th</sup> 2017 – to 15<sup>h</sup> June 2018  
Approximate weekly hours 4 hours (2 delivery + 2 administration)  
Applicant must be available for forum meetings on the following dates (If unavailable, apologies must be sent prior to the meeting):

**Remuneration:** Voluntary with benefits

**Meetings:** Tuesday 3rd October (Welcome to Activators) – Sportspark John Jarrold  
Friday 3rd November – Sportspark, Room TBC  
Tuesday 23rd January – Sportspark, Room TBC  
Tuesday 6th March – Sportspark, Room TBC  
Tuesday 17th April - Sportspark, Room TBC

**Location:** UEA

## JOB DESCRIPTION

<b>POST:</b>	<b>Academic Sports Activator</b>
<b>RESPONSIBLE FOR:</b>	<b>Student Sport Development Programme</b>
<b>RESPONSIBLE TO:</b>	<b>Sport Coordinators – uea+sport</b>
<b>CONTACT WITH:</b>	<b>Students, UEA Academic Faculty Staff, SP, UEA SU</b>

### **SUMMARY OF POST:**

To assist with the development, marketing and promotion of the UEA Sports programme to students, faculty, staff and alumni by utilizing all available campus / centre resources.

### **PRINCIPAL RESPONSIBILITIES: as Student Sport Activator (Academic Faculty)**

1. To assist uea+sport (University Department of Sport) with the promotion and delivery of the Sport Activation Project, 'ueactive'.
2. To be jointly responsible (alongside other AF Activators) for the organisation of a faculty squad, and to facilitate the participation of a faculty team in every Ziggurat event.
3. To promote and support all intra-mural opportunities offered by the UEA HE activators.
4. To have access to e-mail on a daily basis and to reply to all e-mails within 48 hours as required. To communicate the programme to freshers, Head of School, faculty and students from within own school, using appropriate media.
5. To assist with 'Sports Fair' in September & January and other promotional events organised by the department.
6. Assist in the recruitment, training and performance of the volunteers involved in delivering the uea+sport programme.
7. Complete & maintain statistics for the uea+sport programme.
8. To attend regularly scheduled uea+sport Activator Forums (approx. 5-7 per academic year), and to give feedback and advise on current trends and requirements.
9. To assist with the development and implementation of all rules, regulations and policies governing the IM sports programme (including Ziggurat) and to mediate conflicts and official protests in conjunction with the organiser.
10. Identifying equipment and supply needs required for the programme.

11. To monitor attendance at the different programmes offered and to assist in evaluating and monitoring activities using performance indicators.
12. To maintain records and produce written results and reports.
13. To officiate and supervise (when appropriate) at Ziggurat events.
14. To assist with the organisation of the end of year Awards Dinner.
15. To work within specific guidelines, e.g. equal opportunities and health and safety.
16. To undertake training in basic first aid (if required).
17. To promote the University to prospective students and visitors to the University.
18. To undertake any other relevant duties that may be required by the Assistant Director (PES) - Student Sport.

PERSON SPECIFICATION

**POST: Student Sport Activator (Academic Faculty) Ref: SSAAF14/15**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education, experience and achievements</b>	<ul style="list-style-type: none"> <li>• Undertaking an undergraduate or post-graduate course of study at the University of East Anglia.</li> <li>• An interest in sport and commitment to encouraging others to participate</li> <li>• Ability to communicate effectively both orally and in writing.</li> <li>• Numerical skills to a level of carrying out basic calculations and preparing statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching qualifications at Level 1 or above.</li> <li>• Full Driving License</li> <li>• Experience of coaching in a wide range of environments including schools, club and community settings</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Able to recognise discrimination in its many forms and willing apply equal opportunities principles.</li> <li>• Experience of delivery of sporting tournaments/competitions</li> <li>• Excellent interpersonal and customer service skills.</li> <li>• Organisational skills.</li> <li>• IT skills.</li> <li>• Experience of working with computers and maintaining records e.g. customer files / statistical records.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of word processing and spreadsheets.</li> <li>• Knowledge of working with sporting administration systems.</li> <li>• Sound knowledge of the working practices of large leisure/sports complexes.</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Smart appearance at work.</li> <li>• Flexible and professional approach to work.</li> <li>• Good role model with a flair for fair play</li> <li>• Strong personal organisational skills including time management, the ability to balance competing priorities and manage a varied workload within deadlines.</li> <li>• Willing and able to undertake training as required and apply skills learnt.</li> <li>• A team player able to work on own initiative and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in sport related activities.</li> </ul>