**University of Edinburgh**

**Job Advert Reference: 050384**

Edinburgh University Sports Union (EUSU) seeks an energetic and proactive Sports Coordinator to join the team to support the delivery of its communications and events offering. The post will really help to design, maintain and develop an exciting, multi-media communications and promotions plan for Edinburgh University Sports Union (EUSU) to maximise interest, awareness and engagement across all its activities.

Job Title: **Sports Coordinator: Communications & Events (Maternity Cover)**

***Fixed term – 12 months (Start date December / January – approx. December 2020)***

School/Support Department: **Edinburgh University** **Sports Union (EUSU)**

Unit (if applicable): **Sport and Exercise**

Line Manager: **Head of Sports Development**

Grade: **UE05 (£21,391-£24,775)**

1. **Job Purpose**

To help design, maintain and develop an exciting, multi-media communications and promotions plan for Edinburgh University Sports Union (EUSU) to maximise interest, awareness and engagement across all its activities. To help deliver a programme of events for EUSU members and its key stakeholders.

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| 1. **Main Responsibilities ~ Sports Coordinator: Communications and Events**
 | Approx % of time |
| 1. **Sports Union Communications**
	1. Help to produce a comprehensive annual publicity, promotion and communications plan for EUSU, aimed at maximising engagement at all Sports Union events, programmes and campaigns
	2. Support the Coordination of AV requirements for events such as EUSU Ball and Blues & Colours
	3. Ensure that the website, social media platforms and EUSU’s digital displays are kept up-to-date and relevant
	4. Alongside the Publicity Officer, recruit volunteers to work in the student Media Team and sit on this committee
	5. Support the Coordination of an annual outreach plan in order to promote EUSU to internal and external groups and agencies. To coordinate EUSU activities at University welcome events, conferences, fresher’s fairs and community based events to promote the opportunities offered by EUSU
	6. Support the implementation of targeted marketing campaigns, by monitoring and reviewing these
	7. Liaise with appropriate University Departments and groups to ensure that the opportunities offered by EUSU are included and promoted on University-wide digital and print outlets. Represent EUSU on relevant University working groups as appropriate
	8. Work with the Head of Communications, Marketing & Membership at University Sport & Exercise to co-ordinate the development of the Edinburgh Sport brand.
 | 35% |
| 1. **Events**
	1. Help the organisation, audience identification and the effective communication of annual EUSU activities, including Blues & Colours Dinner, SU Ball, University Open Days, Presidents Dinner, Burgh Varsity, and work with the Head of Communications, Marketing & Membership at University Sport & Exercise on joint University of Edinburgh Sport Events, including Scottish Varsity Rugby and Scottish Boat Race.
	2. Collate a calendar of Open Day events within the University that the Sports Union should attend and be the lead staff member for such Open days, with support from other staff / Executive Committee
	3. Coordinate feedback from participants of all SU events, to facilitate improvements and planning
 | 35% |
| 1. **Sponsorship**
	1. Liaise with potential partners and sponsors in order to maximise business opportunities for EUSU
	2. Coordinate marketing plan and content to attract headline sponsor
	3. Act as liaison for existing or potential sponsorship relationships
 | 20% |
| 1. **Alumni**
	1. Liaise with Development and Alumni to keep clubs informed with processes for contacting Alumni
	2. Coordinate EUSU’s plan for engaging alumni
	3. Coordinate best practice in association with Alumni officer, between all EUSU clubs
	4. Engage with alumni to keep them informed with EUSU activity and events
 | 5% |
| 1. **Administration & Committee Meetings**
	1. Be responsible for day-to-day administration relating to the Sports Coordinator remit
	2. Carry out other duties, deemed to be reasonable and appropriate for the remit/grade of the post, as directed by Line Manager
	3. Attend SU committee meetings regularly (General, Recreation and Publicity) and others as required in consultation with line manager
 | 5% |

1. **Planning and Organising**
	* + Plan & organise in arranging, upholding and quality assuring to ensure operational efficiency, responding to new pressures and to manager’s or work unit requirements, adjusting priorities as needed.
		+ Support the planning & organising of the annual SU Calendar, often 12 months ahead, taking into account semester dates, reading weeks, exam diets and so forth.
		+ Preparation for Awards, certificates, guest invites, catering up to 6 months in advance of the Event.
2. **Problem Solving**
	* + Handling day-to-day problems that arise with Club enquiries/complaints/concerns, customer feedback, accidents/incidents, investigating/assembling facts, and with EUSU Staff / Executive Committee determine appropriate course of action.
		+ Coordinate ticket sales for oversubscribed events.
3. **Decision making**
	* + Follow policy/procedures in dealing with Club/customer enquiries to ensure a smooth and efficient office environment.
		+ Prioritising own work schedule and priorities so that outcomes are achieved within agreed timeframe.
		+ Meet monthly with Head of Sports Development to agree priorities (weekly, monthly) and to find better ways of working, but planning and prioritising own work activities day-to-day.
		+ Deciding the most cost-effect and appropriate venue hire & catering for organising events
4. **Key Contacts**
	* + Sports Union Staff and Officials; Sports Club Office Bearers; Sport & Exercise staff (especially Head of Communications, Marketing & Membership); University Health & Safety; EU Students Association, Individuals in Scottish Universities (Athletic Union/Department); staff in other University departments, especially Development and Alumni.
5. **Knowledge, Skills and Experience**

**Essential:**

**Qualifications and attainments**

* Educated to standard grade level (incl. English/Maths) or with an National certificate in business or sport administration
* Minimum 3 years relevant experience

 **Work and other experience**

* 3 years sport administration experience (paid or voluntary)
* Experience of coordinating a communication programme
* In-depth knowledge of British/Scottish University Sport
* Demonstrable experience of planning and delivering large scale events
* Experience of Health & Wellbeing projects, ideally in relation to delivering projects
* Experience of coordinating projects and volunteers (paid or unpaid)
* Experience of working with several partners and in a partnership environment
* Knowledge and experience of working with databases, websites and other office systems and procedures

**Skills**

* Competent level of IT competency (Word, Excel, PowerPoint, Outlook, website & Wiki management and Publisher)
* Proven communication (verbal and written, including report writing), presentational and inter-personal skills
* Competent in using social media channels, and other communication channels
* Comfortable in presenting to large groups of people and delivering sessions to groups
* Ability to work independently, often unsupervised
* Ability to multi-task, work to deadlines and with accuracy
* Capacity to negotiate and handle situations of conflict
* Preparedness to work independently and respond to unforeseen situations
* Possess an outward-facing approach and willingness to network

**Personal qualities**

* Ability to have flexible working hours with frequent evening and weekend work
* Desire to achieve results
* Energetic, focused, self-motivated, organised, flexible and enthusiastic
* Commitment to excellence
* Ability to work as a member of a small team
* Empathy with Students and volunteers and an understanding of their needs

**Desirable**

**Qualifications and attainments**

* Educated to Degree level in relevant subject to role

**Work and other experience**

* Experience in sport administration
* Experience of basic finance and purchasing procedures
* Experience of a working in a Student Sporting environment

**Skills**

* Ability to exercise judgement and make decisions
* Specialist or advanced knowledge of IT packages/systems

**Personal qualities**

* Interest in, knowledge of University sport and physical activity, especially UoE
* Assertiveness
* Energetic + dynamic
1. **Dimensions**

This is an exciting post within the Edinburgh University Sports Union to help deliver a comprehensive communications plan for Edinburgh University Sports Union and to coordinate a vast array of events for EUSU and its members. The post carries no formal line management but will enjoy significant interaction with colleagues across The University of Edinburgh. You will report to the Head of Sports Development and work as part of the SU team. The position has extensive development potential. Flexible and collaborative working are key aspects of this role. The role will influence the training and development of others.

1. **Supporting Information**

*University of Edinburgh*

The University currently has more than 30,000 students on courses of study in over 100 academic disciplines and who come from over 150 countries across the world

For more than four centuries, our people and their achievements have rewritten history time and again. They’ve explored space, revolutionised surgery, published era-defining books, paved the way for life-saving medical breakthroughs and introduced to the world many inventions, discoveries and ideas from penicillin to Dolly the sheep. We have believed that anything is possible.

We still do. The latest Research Assessment Exercise highlighted our place at the forefront of international research. 4th in the UK for Research power and 17th in the world in the latest QS global ranking. This adds to our international reputation for the quality of our teaching and our student experience excellence.

As a member of staff you will be part of one of the world's leading universities, with 22 Schools spread over 3 Colleges that offer more than 500 undergraduate and 160 postgraduate courses to over 30,000 students each year. Professional services are critical to this success as well as our world-class teaching, research and student facilities. In fact, we are one of the top employers in Edinburgh, with over 12,500 people spread across a wide range of academic and supporting roles.

As a world-changing, world-leading university we are an exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent, develop and reward success and integrate academic, professional and personal career goals, as well as give your career the benefit of a great and distinguished reputation.

<http://www.ed.ac.uk/home>

*The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336*

*Sport and Physical Activity at The University of Edinburgh*

University Sport & Exercise enjoys a nationwide reputation for the quality and scope of its offer. It seeks to:

*“inspires awe through our leading reputation, people, programmes and facilities, promoting a culture of performance and well-being with lifelong impact for all”*

Sport and Exercises operating strap-line is *‘Play. Train. Perform.’* and embrace a Values set that encompasses being: *‘Open to All’; ‘Enabling Excellence’, ‘Inspiring Positive Change’ and ‘Anything is Possible’.*

University Sport & Exercise holds accreditation with Investors in People to GOLD standard, which reflects their commitment to their people and their development.

Facilities and services are provided to the University community and beyond and currently encompass the sports complex and gyms at the Pleasance, including FASIC sport and exercise medicine centre; playing fields at Peffermill, the outdoor centre at Firbush and the academic sport facilities at St Leonards ~ effectively leading the University’s vision and delivery of sport and physical activity.

The University is currently ranked 3rd in the British Universities rankings for sport, and boasts 64 different sports clubs and over 18,500 gym members, making us one of the largest multi-sport fitness clubs in the UK. The University’s sporting heritage

is exceptional, boasting graduates such as Sir Chris Hoy, Katherine Grainger, and Eric Liddell.

2016/17 has seen over 10,000 students take part in Sports Union activity, through club membership, intra mural activity and our widening participation programmes. 16/17 also saw us launch the Coaching and Volunteering academy that has seen a vast amount of students benefit from support to further their coaching and officiating qualifications.

More information on The Sports Union, sports facilities and services, including a 360 deg tour of the facilities, please visit the below links:

https://www.eusu.ed.ac.uk/

<http://www.ed.ac.uk/schools-departments/sport-exercise/home>

**Application Procedure**

All applicants should apply online via The University of Edinburgh vacancy page, using the job reference (050384) to find the role. The application process is quick and easy to follow, and you will receive email confirmation of safe receipt of your application. The online system allows you to submit a CV and other attachments.

The closing date for receipt of completed applications is by 5.00pm on Thursday 21st.

Interviews are scheduled to take place on 27th November at The University of Edinburgh Sport and Exercise.

Further information on this vacancy can be obtained by contacting:

Head of Sports Development *~* *ross.simpson@ed.ac.uk* *or 0131 651 4437*

Contact Person: Ross Simpson

Contact Number: 0131 651 4437

Contact Email: ross.simpson@ed.ac.uk