

Job Description

Sports & Societies Administrator

£19,758 per annum (12 months fixed term)



UNION
— OF —
**KINGSTON
STUDENTS**

Sports and Societies Administrator

£19758 per annum (12-month fixed term)

Purpose

In order to enable us to develop and provide a high level of customer service for our sports clubs and societies, we are recruiting to increase the administration levels within the Student Activities team.

This role will focus on supporting these three core areas:

1. To assist with the coordination / requests of the Union Sports Department.
2. To assist with the coordination / requests of the Union Societies Department.
3. To deliver and administer of the sports and societies accreditation scheme.

In the organisation

Context

The Union of Kingston Students is a small team. Four full time student officers (Sabbatical Officers from each campus) are voted in every year and tell us what students care about. They're supported and work with a full staff team of more than 20 people.

Your team

You'll be in the Student Activities team. A team of four full-time staff, and three student staff. You will be co-line managed by the Sports Development Coordinator and Societies Development Coordinator and working alongside the student staff in the Sports and Societies Department.

Your office

You'll be based at the Union of Kingston Students office, in the Main Building, Penrhyn Road Campus, Kingston University. You may be required to work at other Kingston University sites where required, and occasionally off- site. Your hours are full time, 37 hours per week, with an unpaid lunch break, 09:00-17:00, with flexible working hours as standard. With occasional evening hours and required.

Your role

Work with our sports clubs and societies

- To assist with the administration of BUCS club program. Duties may include referee bookings, transport, and facility bookings.
- To assist with the administration and requests of our Union societies. Duties may include guest speakers process, event bookings and equipment requests.
- To assist with the training and development of sports and societies committee members.
- Support with Union wide sports department & societies department events. Delivering logistics' and event organisation alongside relevant coordinators. For example, Global Festival, Varsity and Awards.
- Ensure that general student sport & societies enquiries are dealt with in a timely and professional manner

Clubs and societies finance

- Administer the daily finance requests of our sports clubs and societies.
- Provide accurate finance updates for sports clubs and societies.
- Organise and support fundraising events (such as art fairs, food stalls etc..)

General duties

- Respond to enquiries and requests via emails, and face to face meetings of clubs and societies
- To lead on room booking administration on behalf of sports clubs and societies
- Be aware of and follow the Union's cash procedures in relevant tasks.
- Track clubs and societies memberships
- Provide administration and reports for sports and societies accreditation scheme
- Provide reports and monitor student engagement throughout sports and societies.
- Ensure sports and societies departmental & mini-sites are up to date and relevant.
- Maintain an up to date inventory of sports and societies equipment

Competencies and skills we're looking for

We're looking for someone who's happy to learn and has a proactive attitude to solving problems. We want you to develop throughout your time with us and we'll give you all the tools and support you need to succeed.

Competencies

Teamwork

- Liaise with relevant members of Union staff, to ensure adherence to best practice in the promotion of Union clubs and societies
- Attend regular team briefings and training
- Work well within and support other members of the team including student staff.

Communication

- Communicate clearly to people of all levels
- Act confidently and in a friendly manner when talking to individuals and groups.
- Be confident to approach strangers during the course of tasks.
- Communicate a good knowledge of the Union and our services.

Values

- A proactive attitude, finding opportunities to develop what we currently do without being prompted
- An ability to think on your feet, resolving unexpected problems
- Appreciate client needs - placing them as a high importance in your work
- A team player with an inclusive attitude
- The want to make student life better at Kingston University

Training

- The Union will provide all training necessary for this post. However, the post holder is required to attend such training when invited.

The interview process

We'll be asking you questions based on the job description competencies- no surprises or questions to catch you out. We'll be assessing your answers and getting to know you.

Remember, we're looking to find out your skills, so even if you've used the same skills in a completely different setting or role (i.e. at school, at home, or at a different job), they're still relevant!

We'll invite you in for the interview, ask you questions, and give you time at the end to ask us about what you want to know. We'll make our decision within a few working days, and then we'll let all candidates know if they're been successful or not.

For general questions about this role, contact Ali

Burr, a.burr@kingston.ac.uk