**About us:**

We are a democratically run charity, led by elected [student representatives](https://www.salfordstudents.com/student-voice/officers) who work to represent our members academic interests and to make sure their University experience is the amazing, life changing experience it should be. We are independent of the University and work entirely for our members. Our aim is to help our members love their life at the University of Salford.

**Our Governance:**

The Union is democratically controlled by its members through the annual election of a team of student representatives who form the Union’s Trustee Board. The membership of the Trustee Board is as follows:

* Five Sabbatical Trustees (1 x President, 4 x Students’ Union Officers each of whom is responsible for one of the University’s 4 academic Schools)
* Four Student Trustees (appointed by the sabbatical officers and external trustees)
* Four Non Student Trustees (appointed by the sabbatical and student trustees)

The Trustees determine policy for all areas of Union activity. The Sabbatical Trustees are full time officers of the organisation and work for the Union for a year either during or at the end of their degree course in order to represent students on a full time basis

The Sabbatical Trustees work alongside the permanent Union staff to implement and carry out the strategy and policies set by the Trustee Board. The permanent staff team is managed by the Chief Executive, who is directly accountable to the Trustee Board for the Union’s performance.

**Strategic Plan:**

Our current strategic plan will be coming to an end in 2018 and this is an exciting time to join the organisation and help shape its future. This post is critical to the successful development of a new strategy.

Our current strategic plan can be found [here](https://www.salfordstudents.com/about/governance/strategic-plan).

**Benefits:**

* Competitive Salary
* Annual leave entitlement of 31 days (inc. Bank Holidays) plus Christmas Closure
* Non-contributory Permanent Health Insurance Scheme\*
* Contributory pension scheme\*
* Training and Development opportunities
* Flexible Working
* Staff Social Events
* NUS extra discount card\*

\*Subject to qualifying periods and/or contribution

## Some of the things we do:

* Offer academic support and advice in our [Advice Centre](https://www.salfordstudents.com/advice)
* Provide over 100 different [societies](https://www.salfordstudents.com/societies) and [sports](https://www.salfordstudents.com/sport/club) teams to join
* Support our award winning student radio station [Shock Radio](http://www.shockradio.co.uk/)
* Run [Campus Leagues](https://www.salfordstudents.com/sport/campus-leagues), giving the opportunity to participate in social sport
* Run [‘Give Sport A Go’](https://www.salfordstudents.com/sport/give-sport-a-go) sessions, allowing participation in a variety of sports with no commitment
* Run fun [social events](https://www.salfordstudents.com/su-events), including club nights, cultural events, pub quizzes and more
* Sell [discounted tickets](https://www.salfordstudents.com/football-tickets) for Manchester United, Manchester City and Bolton Wanderers football games
* Offer our members the chance to [participate and lead](https://www.salfordstudents.com/student-voice/reps) in University governance and leadership
* Provide paid job opportunities for students to work in Atmosphere, Student Activities, Info Point and as promotions staff
* Provide a relaxed, safe social space and a place to unwind with low costs drinks and meals in [Atmosphere](https://www.salfordstudents.com/atmosphere) Kitchen and Bar
* Run [student elections](https://www.salfordstudents.com/elections), giving our members a voice – to stand and vote
* Coordinate and work with the University of a variety of events, including Welcome Week
* Sell [NUS extra](https://www.salfordstudents.com/nus-extra)discount cards, providing you with discounts at many popular high street shops and services
* Provide a [payment point](https://www.salfordstudents.com/paypoint) for bills and transport ticket at our finance office window

**About the University:**

Salford is an ambitious University, with 20,000 students contributing enormously to the local economy and their expertise transforming individuals and communities through excellent teaching, research, innovation and engagement.

They are leading in areas that include health, energy, media and the built environment and have completed impressive work with business and industry partners.

The University of Salford is a friendly, vibrant and pioneering organisation. They continually invest in their campus, facilities and industry partnerships to enhance the student experience and provide opportunities to develop the skills needed to succeed in students' future careers.

Salford has an international reputation as a research-informed institution that creates and applies new ideas, turning them into opportunities to benefit individuals and the knowledge economy, via a portfolio of over £20 million across research and enterprise.

Each year, the University of Salford works with hundreds of businesses to solve technical, commercial and strategic problems. They undertake contract research, work together on collaborative projects and support thousands of students to gain work experience and employment.

**Statement of support from Dr Sam Grogan, Pro-Vice Chancellor Student Experience, University of Salford**

The University of Salford enjoys a strong and productive relationship with the Students’ Union, with co-production at its heart. The USSU and the University are deeply committed to working together towards continued enhancement of a bold and distinctive student experience at Salford, ensuring our students are enabled to succeed in their chosen path.

We are particularly keen to attract a Chief Executive who will continue to build upon the constructive work of the last two years: who will have a collaborative approach and who will enable the Students’ Union to continue to play its full part in supporting students through the opportunities and challenges they face in the future.

Dr Sam Grogan

**Job Description:**

**Job Title:** Student Opportunities Coordinator (Club Sport)

**Responsible to:** Head of Opportunities & Wellbeing

**Purpose of Post:** a.) To co-ordinate and develop student led sports clubs which make a positive contribution to students’ lives.

b.) To develop sports activities and programmes which enable students to organise and participate in the widest possible variety of extra- curricular activities.

**Salary:** Grade 4: £20,836 (Permanent)

**Hours of Work:** 35 hours per week

**Main Duties and Responsibilities**

* 1. To encourage students to participate in, develop and take responsibility for existing, new or underdeveloped areas of Student Sport.
  2. To support and encourage those members of the Union who want to develop new activities, particularly in areas and interests prioritised by the Union’s Strategic plan and the Sports Strategy
  3. To identify and develop a programme of training and development materials to support involvement in Student Sport Groups and empower students to take responsibility for their activities.
  4. To support student Sport groups in managing their finances including budgeting, funding applications, income generation, sponsorship, coaching, expenditure and financial planning, or identifying other sources of income that can be used to support Student Opportunities projects.
  5. To facilitate and support the student volunteers and committees involved in leading and organising sporting activities and events.
  6. To identify and build links for Sport groups with other student groups, University staff/departments, external agencies or the local community and support these appropriately.
  7. To support the administration of sport groups’ participation in BUCS competitions and other local, regional and national sporting contests.
  8. To support the coaching structure for all BUCS & recreational teams, including coach education for students where appropriate.
  9. To support, deliver and promote any large scale events hosted by Student Opportunities including (but not limited to) the annual Sports and Activities Fairs, Varsity and Students’ Union Annual Awards.
  10. To ensure that legislation and best practice are adhered to in all student activities and that all student activities comply with the Union’s Health and Safety policy and Health and Safety legislation; a Duty of Care is paramount within all student Sport groups; and that Risk Assessments are carried out for all relevant activities in line with Union policies and national legislation.
  11. To undertake such other duties of a comparable nature as may be requested by the Head of Opportunities & Wellbeing.

**Person Specification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **E E** | **D** | **Tested by** |
| ***Qualifications & Experience*** |  |  |  |
| Educated to Degree level or equivalent experience | ✓ |  | AF |
| Experience of working effectively on own initiative | ✓ |  | AF/I |
| Experience of co-ordinating and/or delivering projects | ✓ |  | AF/I |
| Experience of working with students or young people/ volunteers | ✓ |  | AF/I |
| Previous experience and ability to demonstrate organisational values |  | ✓ | I |
| Experience or Knowledge of Sport Development |  | ✓ | AF/P/I |
| ***Skills, Knowledge & Ability*** |  |  |  |
| An understanding of the issues facing students in higher education  today | ✓ |  | AF/P/I |
| Knowledge of Health and Safety issues |  | ✓ | AF/I |
| Ability to effectively promote a service | ✓ |  | AF/P/I |
| Computer literacy (standard office software including spreadsheets)  and keyboard skills | ✓ |  | AF |
| Ability to present information clearly and concisely in writing or  verbally | ✓ |  | AF/P |
| Ability to establish strong working relationships with a wide range of  individuals both within and outside the University, including  students, senior management, funding organisations | ✓ |  | AF/I |
| Ability to communicate effectively with students one-to-one and in  groups | ✓ |  | AF/I |
| Ability to balance the needs of individuals and team/organisation | ✓ |  | AF/I |
| Ability to contribute to organisation-wide initiatives | ✓ |  | AF/I |
| Information gathering skills, for example acquiring knowledge of  relevant legislation, volunteering issues and community need. | ✓ |  | AF/P/I |
| Ability to work effectively within a democratic structure |  | ✓ | AF/I |
| Ability to take a constructive and co-operative approach to solving problems | ✓ |  | AF/P/I |
| ***Values & Personal Qualities*** |  |  |  |
| Member/ customer focus | ✓ |  | A/I |
| Actively involved team player | ✓ |  | A/I |
| Effective communicator, both orally and in writing | ✓ |  | A/I |
| Self-motivated and driven | ✓ |  | A/I |
| Quality and results focus: careful and pays attention to detail,  shows perseverance to succeed |  | ✓ | A/I |
| Plans and manages time effectively | ✓ |  | A/I |