

**UNIVERSITY OF SALFORD STUDENTS’ UNION**

APPLICATION PACK:

Sport Participation Assistant

July 2019

**Notes for Applicants**

**SECTION 1: THE STUDENTS UNION**

We hope that by reading this information it will tell you a bit more about how the Students’ Union works and how it is governed and managed.

**1.1 The Students’ Union**

The University of Salford Students’ Union is the independent representative body of students at the University of Salford. The Students’ Union is a registered charity.

**Our Vision (what we will be and do)**

*“We will confront and overcome the barriers to learning to ensure all Salford students are unstoppable”*

Our Mission (what we are here to do)

*“We empower students to make change and succeed”*

Our Values (who we are and what guides us)

• **Student-powered**: We are undeniably focussed on the needs of our members

• **Change-makers**: We are creative, progressive and kind

• **Straight-forward**: We are open, candid and proactive

• **Effective**: We are professional and collaborative

• **Inclusive**: Equity is at the heart of everything we do.

Our Promises to students (Strategic themes to be developed)

USSU promises that we will:

1. Offer something for every student

2. Make the changes students want to see within three years

3. Nurture students’ personal and professional development

4. Help students to be happy and healthy at Uni

5. Be an outstanding organisation focussed on students

Enablers (what will make all this happen)

• Prioritisation Framework

• Impact Framework

• People Strategy

• Finance Strategy

• Marketing and Communications Strategy

**1.2 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 Vice Presidents)
* Four Student 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.

**1.3 Finance & resources**

The Union receives an annual grant from the University to fund its activities, and has an annual turnover from its commercial operations in excess of £2m. The grant and the surpluses generated from the commercial operations enables the Union to spend over £900,000 on the direct provision of student representation, recreation and development activities. 35 people make up the permanent staff team and approximately 70 student casual staff members are employed on a seasonal basis. The Union has approximately 19,000 student members and provides services to a further 2,500 people who work in the University.

The Union’s offices are located on the main University campus, with some of its commercial services located elsewhere around the University. Staff may be required to work at any of these locations either temporarily or permanently, however, the Union does take personal circumstances into account as far as possible when deciding who works where.

**1.4 Student services**

The Union is involved in a very wide range of activities. Its core purpose is to represent students and provide activities for them to enhance the student experience. The Union organises campaigns on issues of concern to the generality of students, administers the work of over 110 different student activity groups, trains and develops over 700 student representatives and operates a Student Advice Centre.

The Union’s commercial activities and interests include three shops and a food led licensed venue. The Union also has commercial partnership agreements enabling it to house a print shop and a hairdresser within its building.

**Section 2**

**UNIVERSITY OF SALFORD STUDENTS’ UNION**

**Job description: Sport Participation Assistant**

|  |  |
| --- | --- |
| 1. **Job Title:** | Sport Participation Assistant |
| 1. **Responsible to:** | Head of Opportunities & Wellbeing |
|  |  |
| 1. **Purpose of Post**: | a.) To support an effective Student Sports Programme that makes 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. |

1. **Main duties and responsibilities:**

To deliver the Give Sport a Go Programme and Campus Leagues programme.

To encourage students to participate in Give Sport a Go and Campus leagues. Making sure hard to reach groups are encouraged to participate.

To develop a programme of training and development materials to support involvement in Team Salford Activators and empower students to take responsibility for their activities. Through the Union’s Volunteering and Employability framework.

To actively work to promote the GSAG and Campus Leagues programmes across campus, linking in with Campus Living Villages, Sports Clubs and Societies.

To identify and build links with other student groups, University staff/departments, external agencies or the local community and support these appropriately.

To administrate the fixtures for Campus Leagues and liaise with external faciltiies and organisations.

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 Ball.

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 programmes; and that Risk Assessments are carried out for all relevant activities in line with Union policies and national legislation.

To undertake such other duties of a comparable nature as may be requested by the Head of Opportunities & Wellbeing.

**Equality and diversity statement**

We care about the diversity of our members and staff and believe that what makes us different is what makes us better. We are committed to providing a workplace that embraces diversity, is enthusiastic about equality and promotes opportunity for all.

**Our organisation (University of Salford Students’ Union - USSU) welcomes applications from black and minority ethnic candidates as they are under-represented within the USSU workforce.**

We will provide equality of opportunity and will not tolerate discrimination on grounds of gender, gender identity, marital status, sexual orientation, race, colour, nationality, religion, age, disability, HIV positivity, working pattern, sub culture, caring responsibilities, political beliefs – or any other grounds.

We will demonstrate our commitment by:

* promoting equality of opportunity and diversity within the environment we operate in
* treating our customers, colleagues and partners fairly and with respect
* building a workforce which reflects our students, aiming for even representation
* encouraging recruitment from groups currently under-represented
* promoting an environment free from discrimination, bullying and harassment, and tackling behaviour which breaches this through our senate sanctioned Zero Tolerance policy
* recognising and valuing the differences and individual contribution that people make
* ensuring people have a healthy and nice environment to work, develop and grow in through our ‘great place to work’ measures
* operating above and beyond our charitable and legislative requirements and best practice
* expecting and receiving excellence from all staff on these commitments – ensuring all staff are personally responsible for promoting these principles

**Section 3:**

**Person Specification**

Applicants should demonstrate evidence of the following criteria in their applications. We will use a range of selection methods to measure candidates’ abilities in these areas including reviewing your online application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

**E is Essential, D is Desirable**

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA**  **You should be able to demonstrate in your application** | **E E** | **D** | **Tested by** |
| ***KNOWLEDGE AND EXPERIENCE*** |  |  |  |
| An understanding of the issues facing students in higher education  today | ✓ |  | A |
| Experience of working effectively on own initiative | ✓ |  | A/I |
| Experience of co-ordinating and/or delivering projects |  | ✓ | A/I |
| Experience of working with students or young people/ volunteers | ✓ |  | A/I |
| Knowledge of Health and Safety issues |  | ✓ | A/I |
| ***SKILLS AND ABILITIES*** |  |  |  |
| Ability to effectively promote a service | ✓ |  | A/I |
| Computer literacy (standard office software including spreadsheets)  and keyboard skills | ✓ |  | A |
| Ability to present information clearly and concisely in writing or  verbally | ✓ |  | A/ |
| Ability to establish strong working relationships with a wide range of  individuals both within and outside the University, including  students, management, funding organisations |  | ✓ | A/I |
| Ability to communicate effectively with students one-to-one and in  groups | ✓ |  | A/I |
| Ability to balance the needs of individuals and team/organisation | ✓ |  | A/I |
| Ability to contribute to organisation-wide initiatives | ✓ |  | A/I |
| Ability to work effectively within a democratic structure |  | ✓ | A/I |
| Ability to take a constructive and co-operative approach to solving problems | ✓ |  | A/I |
|  |  |  |  |
| ***CAPABILITIES*** | ✓ |  |  |
| 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 |

**Tested by:** A (Application form), I (Interview). T (Task)