

Job Description

Sports Development Officer

DMUsport

Grade: E

Role profile: SME1

Full time: 37 hours per week

Permanent

Duties of the role	
Overall purpose of the role	<p>To manage and deliver the sport development objectives within the DMUsport Active Lifestyle and Sport strategy. Our vision is to transform our students by enabling them to have their proudest moment through leading an active lifestyle and in sport. DMUsport has two core themes in our strategy: focussing on increasing participation and empowering our students.</p> <p>The role will involve working with DMUsport Club committees, DMU activators, sport coaches and colleagues throughout the university and Students' Union to facilitate an inclusive environment to provide sport and physical activity opportunities to DMU students.</p>
Main duties and responsibilities	<p>Student Sport Engagement</p> <ul style="list-style-type: none"> • Lead, with the support of the Sport Development Coordinator, on the development of all DMUsport Clubs by providing specialist support and expertise to student club committees and ensure they are functioning effectively and provide an outstanding student experience for all club members; for example: <ul style="list-style-type: none"> ○ Offering guidance and advice on policy issues ○ Produce, implement and continually review club development plans. ○ Mentoring and leadership, where appropriate ○ To support and develop DMU's sports teams' competitive opportunities • Work in conjunction with other colleagues on the delivery of the annual training programme for student leaders. • Lead, with the support of the Sport Project Coordinator, on the recruitment, induction training and deployment of student sport volunteers to deliver social sport activity (Social Leagues, DMUactive Sessions & DMUactive Events) and outreach activity. • Utilising your professional experience in sport development, identify opportunities to support the growth and delivery of the sport pathway of activity and opportunities. • Support and deliver sports volunteering, offering officiating, coaching and leadership opportunities to students across programmes. • Work to embed student voice through all activities. <p>People, Business and Financial Management</p>

Commented [OM1]: Amend to "To support and develop DMU's sports teams' competitive opportunities" ?

	Duties of the role
	<ul style="list-style-type: none"> • Provide line-management to sport development coordinators. Ensuring the appropriate HR and contractual policies are adhered to. • Oversee the development of performance monitoring and evaluation reporting systems for the role areas of DMUsport programmes, including participation rates, outcome and impact reports. • Develop and implement documents, processes and resources that will assist club committees in the effective coordination of their clubs. • Manage all kit and equipment used in activities includes, auditing, purchasing, and issuing procedures, safety checks, maintenance and record keeping for equipment. • Ensure that all activities delivered are safe and undertaken within departmental, university and national governing bodies' health and safety guidelines. Including leading on writing of risk assessments for areas they oversee. • Build and maintain strong relationships with internal and external stakeholders. e.g. DMU Leisure team, NGB's, service providers and De Montfort Students' Union. • Attend meetings as required to develop relationships with stakeholders, sometimes outside of core hours. • Work with Sport Development & Coach Manager to manage own project budgets effectively (forecasting and monitoring income and expenditure, working to income targets, keeping detailed accounts, preparing cost proposals and securing best value purchases). Undertake other administration of financial processes as and when required efficiently. • Lead on other projects to meet the objectives of the department, some of which may not be sport-related. Examples include political engagement, international recruitment and other profile-raising activities and initiatives. • Support the work of other members of the DMUsport team. • Perform any other duties commensurate with the job grade as reasonably required from time to time. • Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.