



JOB TITLE

Sports and Activities Officer - 2018/2019

TERMS

Paid for 7 hours' work per week during term time – the role can be job-shared between two students.

MAIN PURPOSE AND SCOPE OF THE JOB

The Sports and Activities Officer will promote and support the creation of new sports teams, clubs and societies at SRUC, and nurture their development, as well as working closely with SRUCSA in writing and enforcing guidelines and regulations for these organisations.

POSITION IN ORGANISATION

Reports To: Students of SRUC and SRUCSA Exec.

Responsible For: See duties and key responsibilities below.

Budget Responsibilities: Responsible for the budget for sports & societies.

DUTIES AND KEY RESPONSIBILITIES

- ❖ Promote and support the creation of new sports teams, clubs and societies at SRUC, and nurture their development.
- ❖ Work closely with SRUCSA and Learner Engagement Officers (LEOs) in writing and enforcing guidelines and regulations for these organisations.
- ❖ Serve as lead contact for Scottish Student Sport (SSS) and British College and University Sports (BUCS).
- ❖ Lead on recognition incentives such as Volunteer Champion initiative and Saltire Awards Scheme.
- ❖ Ensure that all SRUC sports teams, clubs and societies promote equal opportunities, diversity and inclusiveness.
- ❖ Support student mental health and wellbeing initiatives, and encourage SRUC student involvement.
- ❖ Establish and support a Raising and Giving Group (RAG).
- ❖ Take a position on the SRUCSA Executive Committee. The Exec team ensure that Campus Officers are fulfilling their responsibilities on behalf of the students that elected them. It also plans strategy and develops policies to ensure that SRUCSA is on course to achieve its objectives including maintaining the representation system.
- ❖ Support the Sabbatical and Campus Officers with their objectives.



AREA	ESSENTIAL	DESIRABLE
SKILLS AND ABILITIES	Committed to supporting SRUC sports teams, clubs and activities across all campuses, as well as mental health and wellbeing initiatives. Able to work for and with a range of people and groups at SRUC.	Able to make a strong argument and provide factual basis.
EXPERIENCE	Current student at SRUC.	Served as a class representative and/or Campus Officer.
KNOWLEDGE	Understands the range of needs of SRUC students with regard to sports, clubs and activities.	Should know how to take this knowledge forward.
PERSONAL ATTRIBUTES	Approachable, friendly and a good listener.	Comfortable with using social media platforms. Social and fun!

BENEFITS OF BEING A SPORTS & ACTIVITIES OFFICER

- ❖ Provided with 7 paid hours of work per week at approx. £8.45 per hour, as well as a SRUCSA hoody.
- ❖ Learning and developing a range of skills – and being given training and guidance – which is invaluable to future employability

HOW TO APPLY

Positions will be filled by election when nominations are received. You will need to apply with a manifesto and campaign poster. Speak to the current Student President or Vice President for more information, email SRUCSA@sruc.ac.uk or visit www.srucsa.org.uk/elections/