

JOB DESCRIPTION

Job Title:	Sport and Active life Engagement Manager	Grade:	SG8
Department:	Student and Academic Services	Date of Job Evaluation:	March 2024
Role reports to:	Head of Accommodation Services	SOC Code	
Direct Reports			
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

PURPOSE OF ROLE:

This role will play a key part in the student experience at the University of Greenwich, developing opportunities for physical activities and active lives through the university run facilities and developing partnerships with external sporting and health organisations.

The role will ensure there is prominence of the role of sport and physical wellbeing within the university Health and Wellbeing Strategy, Resident Life (Reslife) activities and encouraging our community to live active lives that is inclusive and mindful of a diverse population with different needs and abilities.

The role will ensure smooth running of the sport and fitness facilities at the university, including managing memberships, enhancing the provision of services offered within the facilities, working closely with the students' union to support student sports teams and physical activities and with the Accommodation Services Team particularly regarding Reslife events.

The role will lead the development of current, and new, partnerships with external sporting organisations and bodies, including identifying and applying for government and other external funding streams as appropriate.

The role will require the management of a maintenance and inventory programme for the sports facilities in order to maintain a high standard of provision.

KEY ACCOUNTABILITIES:**Team Specific:**

- To lead the strategic development of sport and active life guidance at the university, developing and monitoring service performance measures in support of the University Wellbeing and Engagement Strategies.
- Work collaboratively with the Student Services offer at the University, in engagement, belonging and wellbeing by the development of accessible sports and gym facilities and programmes, that are inclusive and supportive.
- Create an operational plan to support the university and directorate strategies to ensure Greenwich Sport delivers a high class offer and experience, enhancing the wellbeing, sense of belonging and inclusion of all students and staff.
- Lead the delivery of sports and gym facilities and associated programmes and activities at the University's campuses with associated business plans.
- Work with the Facilities and Maintenance team to ensure all facilities are maintained in line with relevant compliance.
- Lead on health and safety under the areas of responsibility, including the identification and management of all operational and business risks.
- Work with the Health and Safety Unit to ensure Health and Safety Compliance is adhered to at all times including Risk Assessments and Safety practices.
- Strengthen the connections between sport, physical activity, health and wellbeing, so more people can feel the benefits of, and advocate for, an active life.
- Encourage active lives and movement through innovation, including digital, to overcome existing inequalities, issues and barriers to physical wellbeing.
- Work with the Students' Union to agree roles and responsibilities for improving student engagement and to ensure student needs at all levels of Sport are met.
- Develop key strategic partnerships with community groups, stakeholders, Local Authorities and sport governing bodies to ensure Greenwich Sport contributes positively to the community.
- Identify opportunities to grow commercial activity and secure income from grant making bodies/donors.

- Grow Greenwich Sport profile on campus and beyond, leading marketing and communication activity to gain insight of our audience and grow our engagement.
- Provide effective line management for the service area, taking responsibility for the effective management, development and performance review of the teams of staff within the service area.
- Integrate a wide range of activities and matrix management systems into an integrated, student-focused support service.

Generic:

- Support the vision, ethos and policies of the University and promote high levels of achievement.
- Maintain links with academic and professional colleagues to maximise both academic and sporting performance and opportunities for wider engagement.
- Contribute to the development of student services across the University.
- Manage overall service budgets and resources, as required.
- Take a role in representing the department at appropriate decision-making bodies, committees, working groups, task and finish groups and other relevant for an efficient service provision.
- Contribute to the development of relevant promotional material and information resources for the Student Wellbeing Sports publications and web pages, as required.
- Help raise the profile of the Directorate of Student and Academic Services as a professional, innovative and efficient service.
- Participate as a member of the Directorate Strategic Management Group
- Other such duties as may be required by the directorate of Student and Academic Services

Managing Self:

- Well-developed communication and presentation skills with the professional qualities needed to gain confidence and respect from all stakeholders and university colleagues.
- Well-developed leadership and management skills, capable of adjusting style and approach to maximise team and individual performance and motivate staff.

- Excellent customer focused skills, able to build successful relationships with a wide set of internal and external stakeholders and staff at all levels.
- Successful organisational skills with a high level of competency using Microsoft Office.
- Able to prioritise workload and meet competing deadlines successfully with a good track record of successfully achieving objectives.
- A methodical approach to tasks with attention to detail and an ability to analyse complex problems and advise on appropriate solutions.
- Able to manage and control a budget effectively.
- Ability to implement procedural and organisational change and contribute towards significant policy development.
- To have a willingness to develop professionally, maintaining a knowledge of relevant policy and practice issues within Higher Education and developments within the sector.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

- Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that The Student and Academic Services Team delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Effective contributions to university strategic plan
- Positive contribution to measures of student levels of activity, overall wellbeing, and engagement.
- Contribution to university student satisfaction strategies and outcomes.
- Contribution to Directorate of Student and Academic Services strategic and operating plans.
- Compliance with relevant legislation and requirements of external agencies.
- Compliance with relevant HE regulatory frameworks
- Successful sector accreditations and audit outcomes

KEY RELATIONSHIPS (Internal & External):

- Executive Director of Student and Academic Services
- Student and Academic Services Directorate Leadership Team members
- Student and Academic Services Strategic Management Group members
- Other Student and Academic Services teams
- Faculty staff: FOOs, Associate Deans Student Success
- GSU representatives and staff
- Applicants, students and graduates
- External agencies and bodies, relevant to the work of the Student Wellbeing Services teams under immediate direction

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Understanding of and commitment to promoting inclusive active lives through sports and physical activity programmes to all students, staff and local communities. • Identifying and demonstrating measurable outcomes from projects or initiatives that have positive impacts on people, communities and their experiences. • Experience of leading initiatives and programmes of work that have a demonstrable impact on students. • Experience of engaging with multiple internal and external stakeholders. • Experience of giving direction to others on managing and prioritising team workloads, frequently operating under pressure and to tight deadlines. <p>Skills</p> <ul style="list-style-type: none"> • Effective leader and manager of teams • Excellent interpersonal skills with an outcomes-focused approach to service development and delivery • Ability to project manage, to lead business re-engineering processes and to co-ordinate initiatives, often working to tight deadlines. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of developing business plans for sport and fitness facilities or similar sized operations. • Experience of managing external contracts and services. • Experience of working in Higher Education and/or sports organisations. • Understanding of the strategies and work of Sport England, UK Active and BUCS. <p>Skills</p> <ul style="list-style-type: none"> • Ability to facilitate the work of decision-making bodies or groups, such as committees, project groups, task and finish groups or staff groups. • Ability to lead marketing activities and managing digital content and engagement. • Developing funding bids / grant applications to secure external investment.

<ul style="list-style-type: none"> Professional, tactful, and effective communicator and networker with an ability to project a positive image of the directorate and the university at a variety of levels. Excellent verbal, written and presentation skills. Strong analytical and problem-solving capabilities <p>Qualifications</p> <p>Educated to Degree level or equivalent Membership of a relevant professional body (e.g. CIMPSA, AUA, AMOSSHE, CMI)</p> <p>Personal attributes</p> <ul style="list-style-type: none"> We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful 	<p>Qualifications</p> <p>N/A</p> <p>Personal attributes</p> <p>N/A</p>
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