

Job title	Sports Club Assistant (BUCS)
Grade	4
Salary range	£21,843-£25,298
Staff Group	Assistant
Department/Institution	University Sports Service

Role-specific information

Role Summary

The role holder will coordinate the University Sports Clubs' involvement in British Universities and Colleges Sport (BUCS) Competitions. They will also act as the main point of communication between the University Sports Service and University Sports Clubs on BUCS related matters.

Key Responsibilities

1. Sports Club Governance Support	50%
<ul style="list-style-type: none"> • Build and maintain positive working relationships with British University and Colleges Sport (BUCS), National Governing Bodies of Sport (NGB's), University of Cambridge Sports Clubs and other UK Universities. • Represent the University at BUCS regional and national meetings, participating in discussions on governance and competition structures, communication strategies and voting on behalf of the institution. • Interpret a range of BUCS regulations, NGB rules and facility requirements so as to provide immediate support and guidance to Club Committee members on entry requirements, dealing with walkovers, playing under protest, fixture rearrangement and fines. To negotiate with other UK institutions on behalf of students Clubs and identify which issues need additional input from the Senior Leadership Team. • Deal with any straightforward BUCS Appeals in accordance with BUCS rules, producing appeals documents to be signed off by the Sports Club Coordinator. Refer any complex Appeals or disputes to the Sports Club Coordinator to deal with. • Circulate and collate information from the End of Year Information Pack for University Sports Clubs. • Act as the first point of communication between the University Sports Service and University Sports Clubs in order to supports the activities of the Clubs. This includes assessing the gravity of welfare, sporting, health and safety and reputational risk queries, knowing when to deal with issues or refer to the Sports Club Coordinator. • Coordinate transport and travel arrangements for Sports Clubs within the contractual terms and conditions set by service providers. 	

2. Coordination and Administration of Playing Programme	40%
<ul style="list-style-type: none"> • Negotiate with university clubs, other Universities and BUCS fixture times and dates. Coordinate and confirm weekly BUCS fixtures with other Universities Sports Departments/Athletic Unions and the University Sports Clubs. Communicate with Club Committee members on all BUCS fixtures, cancellations, rearrangements and changes in venues. • Maintain an up-to-date record of BUCS Fixtures and venues for University Sports Clubs. To update and amend on a daily basis to reflect fixture changes, cancellations and walkovers. Coordinate and input all of the information for the University on BUCSCORE, meeting deadlines set by BUCS, including competition entries, venues, rescheduled matches, results and appeals. • Assist University Sports Clubs in finding and booking facilities for BUCS fixtures. To set the timetable for fixtures at multiple University locations and facilities, ensuring that bookings are entered on the computerised booking system, that Clubs and BUCS are notified and Sports Service staff appraised of playing, officiating and spectator facility needs. • Circulate strategy documents, competition structure information, individual competition entry forms and questionnaires received from BUCS to the appropriate University Sports Club Committees. To discuss new regulations and competition requirements with Clubs and represent their views to BUCS. • Ensure that all fixtures and competitions taking place in the University sports facilities are booked onto the bookings database and that appropriate space for those activities is available. • Liaise with the Bookings and Membership Administrator, Sports Facilities Manager and Head Groundstaff to ensure that appropriate facilities and equipment are available for BUCS fixtures and competitions. 	
3. Publicity	10%
<ul style="list-style-type: none"> • Obtain new Officer contact information from Clubs and update the Club email database. • Request information from University Sports Clubs in relation to Varsity match dates and record results. Maintain a database of results and liaise with Marketing Coordinator to publish information to the Sports website, social media and publications. 	

Person Profile

This section details the knowledge, skills and experience we require for the role.

Education & qualifications	A-Level standard of education including Maths and English.
Specialist knowledge & skills	<p>Knowledge of sport club operations in the HEI sector.</p> <p>Extensive practical knowledge of using spreadsheets, graphs, email and word processing software.</p> <p>The ability to prioritise workload and manage responses to queries during busy periods when there are likely to be regular interruptions.</p> <p>Strong organisational skills.</p> <p>Knowledge of BUCS terms and conditions would be an advantage.</p>
Interpersonal & communication skills	<p>Ability to communicate clearly and concisely on the telephone, in writing and in person at all levels both internally and externally.</p> <p>Ability to communicate detailed and complex information, to a range of non-specialist staff and students.</p> <p>Problem solving skills.</p> <p>High level of accuracy and attention to detail.</p> <p>Tact and diplomacy.</p> <p>Understands the need for confidentiality.</p> <p>Able to influence behaviour to address process issues.</p>
Relevant experience	<p>Experience of working in the organisation of Sports Clubs and competitions preferably with regard to BUCS.</p> <p>Experience of working in a busy office environment.</p> <p>Experience of coordination and support for administrative functions.</p> <p>Experience of working as a part of a team.</p>
Additional requirements	<p>Able to assess data and information and make logical decisions using own initiative.</p> <p>Ability to remain calm and organised under pressure.</p> <p>Positive flexible approach to work.</p>

Terms and Conditions

Location	University of Cambridge Sports Centre.
Working pattern	Monday to Friday.
Hours of work	Your normal hours of work are 36.5 hours. Your times of work will be notified to you by your institution. We welcome applications from individuals who wish to be considered for flexible working arrangements.
Length of appointment	2 years fixed-term.
Probation period	6 months.
Annual leave	Full time employees are entitled to annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays. Paid holiday entitlement will increase by one day after nine years' unbroken service and thereafter by one additional day for each period of three years' unbroken service up to a maximum of four additional days after eighteen years' service.
Pension eligibility	Cambridge University Assistants' Contributory Pension Scheme (CPS). Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: http://www.pensions.admin.cam.ac.uk/ .
Retirement age	The University does not operate a retirement age for assistant staff.

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is **Monday 3 July 2017**. If you have any questions about this vacancy or the application process, please contact Qiu Xiang Chen at Qiuxiang.Chen@sport.cam.ac.uk or call 01223 767929

Interviews for this position will be held on **Monday 10 July 2017**.

General Information

The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

University Sports Service

The University Sports Service forms part of the Unified Administrative Service (UAS), which is led by the Registry, the principal administrative officer of the University. The Sports Service is headed by the Director of Sport and consists at present of 52 staff. The administrative centre for the Sports Service is located at the University Sports Centre on the West Cambridge site. Through the University's Sports Committee, the Sports Service advises the University, University Sports Clubs and Colleges on their needs for sport. The Service is also responsible for the management of the Sports Centre, Fenner's Tennis and Cricket Ground and Wilberforce Road Sports Ground.

Sport and physical activity are an integral part of the student and staff experience at Cambridge. Provision for sport is shared between the Colleges, the University sporting clubs and the University. The University is recognised internationally as a centre for excellence in sport, with participation in high profile sporting events such as the Boat Race and Varsity matches against Oxford. Sport at Cambridge is underpinned by participation at club and College level and a very high proportion of undergraduate and graduate students take part in sport with the facilities used by individual students, members of the University and College teams, academic and support staff and their families, and members of the general public, especially city sports clubs.

What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service (<http://www.accommodation.cam.ac.uk/>) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In

addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
 - A wide-range of training courses and online learning packages.
 - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
 - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
 - The CareerStart@Cam programme, which supports assistant staff without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
 - Reduced staff fees for University of Cambridge graduate courses.
 - The opportunity to attend lectures and seminars held by University departments and institutions.
 - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers' schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, Qiu Xiang Chen, who is responsible for recruitment to this position, on 01223 767929 or by email on Qiuxiang.Chen@sport.cam.ac.uk. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.