**SU Sport Assistants (Activities) (8 hours per week for 36 weeks, term time)**

**Job Description**  
  
Our Students’ Union represents and supports over 5,000 students currently studying at the Ipswich Campus of the University of Suffolk and those students studying at partner organisations nationally and internationally.  The University has a diverse range of students, including significant numbers of mature students and those who are first generation Higher Education. We are a student-led organisation and provide sports, social activities, advice and representation for our members.

**Location:**University of Suffolk Students’ Union, Library Building, Ipswich

**Grade:**2

**Salary:** £8.91 per hour for 8 hours per week, 36 weeks per year (term-time)

**Responsible to:** Communications and Events Co-ordinator

**Reports on a day-to-day basis to:**Student Activities Coordinator

**Main Purpose:**

Our sports program is designed to give all students accessible opportunities to interact with sport and activity. The main purpose of a Student Sports Assistant is to champion this by encouraging students to engage with the programme and being a proud advocate for sport. Our strategic aims encompass mass engagement, repeat attendance and loyalty (forming new habits for sport). These strategic aims will guide your key responsibilities and you will be required to work with the SU to help meet related targets. This role is part of a busy team and as such you’ll be expected to work across the SU services at key points in the academic year. This can include supporting roles across the SU for which training will be available.

**Key Responsibilities**

* In person and using our communications channels; promote social sports and related opportunities to students, staff and the local community.
* Working to recruit new and retain existing participants in sports with the support of the Student Activities Co-ordinator.
* Complete administrative tasks such as processing registers, membership, accident forms and overseeing bookings.
* On occasion, drive the SU minibus to take groups to sports activities.
* Facilitate sessions by engaging where possible and supporting Active Wellbeing Ambassadors/Coaches.
* Attend regular training sessions
* Create a sports network for instructors, committees and volunteers.
* Help the delivery of sports; assist with the set up and set down of sports and ensure smooth running of matches

**General duties of all staff**

* Contribute to planning and review processes across the SU as required
* Act as an ambassador for the SU at all times, maintaining relationships with the

University and seeking to develop new partnerships which will enhance the student experience.

* Act in accordance with the Union’s governance and policies at all times
* Contribute to SU activity across the team. On occasion, this may include covering other student roles, for example; administrative tasks or front of house in the SU’s ‘grab and go’ retail unit
* Undertake training and development related to the role and to the SU
* Undertake this role in accordance with the SU requirements for confidentiality and personal integrity.
* Be flexible and adaptable in a changing environment in order to meet the needs of the service, team’s objectives and or wider Students’ Union.

**Hours and Other information**

This post is for 8 hours per week, per post and working hours will relate to our activities and events schedule. Working hours will be agreed with you in advance and may include both in person and remote working. At the current stage, most working hours are between 4pm and 8pm and at the weekend.

Due to the uncertainty surrounding the current COVID situation, we may be required to alter your role responsibilities in line with government and University guidance. We will let you know of any changes at the earliest possible stage.

Please note that we require a full, clean driving licence for the SSA role as the job involves driving between the Ipswich campus and other sites. If you are unable to hold a licence due to a disability we may be able to make reasonable adjustments to support you in the role. Please contact [su@uos.ac.uk](mailto:su@uos.ac.uk) to discuss.