

Physical Activity and Sport Assistant (Students)

Sports Service

Closing date: 27 May 2024

Job Reference: DG41433



Physical Activity and Sport Assistant (Students)

Salary

£25,742- £29,605

Contract

Permanent

Location

Various locations in Cambridge

Department

Sports Service

Responsible to:

Active Students
Coordinator

Working Pattern:

Full time and part-time options available.

The hours will be variable and include a mix of early mornings, daytime, evening and weekend work.

Purpose of the role

This is an exciting new role which has been developed to help support the expansion of the Active Students Programme at Cambridge.

The role holder will be part of the team responsible for coordinating and supporting the day to delivery of sport and physical activity opportunities for students in line with the Collegiate University's strategic priorities.

They will work collaboratively with a wide range of internal and external stakeholders, in particular the University Wellbeing Team and Colleges, to provide welcoming, inclusive and accessible activity opportunities throughout the collegiate student community.

Key responsibilities

Physical Activity Programmes

Work with Colleges and other local partners to plan, coordinate and deliver regular sport and physical activity programmes based at Colleges and other University venues.

Act as a session facilitator of a range of physical activity sessions; welcoming students, organising groups, providing instruction on core skills and rules, motivating participants and ensuring sessions run safely.

Collaborate with University and College Wellbeing leads to develop a programme of activities to support student wellbeing in line with the Student Mental Health priorities with a focus on preventative interventions.

Identify and promote pathways from informal to formal activities across Collegiate Cambridge.



Intercollegiate Sport

Provide support to College Sports Officers and team captains on recruitment and retention of College sports teams entering College sport leagues and cup competitions

Support College Sports Officers and team captains with administration in relation to College sport competitions, including handover mechanisms.

Support the Active Students Coordinator with the fixture administration for intercollegiate sport leagues and cup competitions.

Play an active role in the development/enhancement of the College Sports Officer Network.

Communications and Profile

Be a point of contact for queries relating to sport and physical activity, responding to enquiries, signposting and liaising with relevant parties.

Update digital and physical platforms on a regular basis to ensure content is kept up to date.

Regularly distribute information to relevant stakeholders to promote sport and physical activity opportunities

Attend various University and College Fresher Fair events and Department Welcome events to promote activities.



Auditing, Monitoring and Reporting

Produce reports relating to sport and physical activity programmes as and when required

Attend relevant Committees and Working Groups as required

Audit the provision and organisation of activity programmes, including accessibility data.

Record participation data and identify areas of opportunity/need within the Collegiate Community.

Gain feedback from participants on physical activity programmes and adapt/create programmes to ensure continued improvement.

Safety and Wellbeing

Work with the Safety and Compliance Officer to ensure relevant health and safety documentation is in place for sport and physical activities programmes across colleges

Act as a of contact for welfare related issues that might arise through participation and college programmes, signposting students to the relevant College, University or external wellbeing contacts and organisations



Person Specification

Criteria	Essential	Desirable
Experience		
Experience of organising and delivering sport and physical activity participation programmes.	✓	
Experience of planning, organising and facilitating group sport and physical activity sessions for groups with different, sometimes very limited, levels of experience and fitness. Experience of working with students, young people or in higher education.		✓
Administrative experience, sports administration of sports related clubs and physical activity programmes would be desirable.		✓
Skills		
Able to communicate effectively with a wide range of stakeholders	✓	
Ability to plan, project manage and monitor performance	✓	
Problem solving skills	✓	
Ability to manage own time and effectively	✓	
Ability to work across complex organisations and engage with key stakeholders to build consensus.	✓	
The ability to work proactively and take initiative where necessary	✓	
Comfortable with using Microsoft Office packages. Experience of creating website and social media content would be desirable although training can be provide where required.	✓	
Qualifications		
Educated to A Level or equivalent experience in the higher education sector	✓	
Mental Health First Aid Certificate (2 Day Course) or the ability to achieve this qualification within 12 months.	✓	
Level 2 sports coaching and/or leadership qualifications or equivalent experience.	✓	
Additional Requirements		
Excellent time management skills and the ability to work under pressure.	✓	
The ability to work proactively and take initiative where necessary.	✓	
Some early morning, evening and weekend work will be required to facilitate delivery of physical activity programmes and attend events.	✓	

The Sports Service

The opportunity to engage in sport and physical activity is such an important part of university life.

As the Strategy for Sport and Physical Activity makes clear, our focus is on participation at all levels, while also ensuring that those who achieve excellence have the best possible support. Our new strategy aims to enable and support the continued pursuit of physical activity and sport at Cambridge, for all, in the best possible facilities, and backed by the most dedicated of professional staff.

Bhaskar Vira, Chair of Sports Committee and Pro-Vice-Chancellor for Education

[Strategy for Sport & Physical Activity 2023 - 2027 | Sport at Cambridge](#)

The University Sports Service supports delivery of sport and physical activity at all levels, through the central provision of services, facilities and programmes, and the support and guidance it provides to the 77 University Sports Clubs and Societies.

More information on the Sports Service can be found at: www.sport.cam.ac.uk

The Active Students programme is a new strand of work which focuses on getting more students, more active, more often. In order to deliver effectively in this area, the Sports Service is working in partnership with the Colleges on delivering opportunities for students to participate in physical activity and sport.

Key initiatives in the Active Students strand:-

‘Give it a Go’ Programme

Engaging students who are new to sport or less confident in joining a College or University Team.

Recreational Leagues

Supporting students who wish to play sport regularly but in a less formal environment.

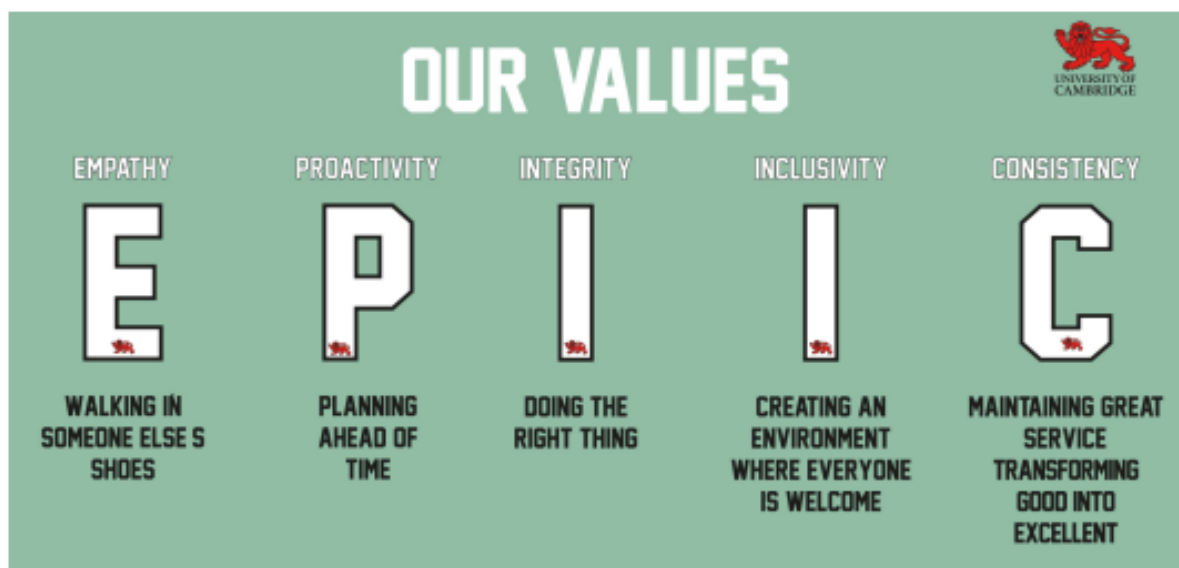
Inter-collegiate Leagues

Supporting University Sports Clubs to run a intercollegiate leagues and cup competitions in a range of sport.

Training and developing volunteers

Supporting existing volunteers in their roles, e.g. College Sports Officers.

Engaging, training and supporting new student volunteers.



Terms of Appointment

Tenure and probation

The appointment will be made on a permanent basis.

Appointments will be subject to satisfactory completion of a six-month probationary period.

Hours of Work and Working Pattern

The hours of work for this position are dependent on delivery needs but will include Monday to Sunday variable mornings, daytime, evenings, and weekends.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro-rated based on days worked.

General information

Pre-employment checks

Right to work in the UK

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.

Health declaration Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks:

No prior screening checks will be required for this role.

Information if you have a disability

The University welcomes applications from individuals with disabilities. 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: recruitment@sport.cam.ac.uk

Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees.

Equality & Diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit.



We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

Your wellbeing

There are a range of activities and support services available to University employees to promote their physical and mental wellbeing. More details are available here:

[Wellbeing | Human Resources \(cam.ac.uk\)](http://www.cam.ac.uk/Wellbeing)

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system. Once you have registered for an account, you will need to complete an online application.

For an informal discussion, please contact us via recruitment@sport.cam.ac.uk to arrange a telephone call or visit to the Sports Centre.

If you have any queries regarding the application process please contact:
recruitment@sport.cam.ac.uk

The closing date for applications is **27 May 2024**

Interviews will take place on the **3 June 2024**