



St Mary's
University
**Students'
Union**



Sport Rep
Recruitment Pack



About the role

We are currently recruiting two Sport Reps to join our team and help improve sport at St Mary's.

Job Title: Sport Reps

Responsible to: Membership Services Manager

Remuneration: This is a voluntary role, but post-holders will receive either Student sport club OR Fitness & Conditioning Suite membership, as well as tickets to Varsity and Sports Dinner

Hours: 3-6 hours per month

Term: Fixed, to Summer 2025

Start Date: ASAP

The roles are:

- Competitive and Performance Sports Rep (representing performance programmes and sports clubs)
- Participation and Recreation Sports Rep (representing those who engage with the participation sport and health offer)

What is a Sports Rep?

As part of the University's ongoing commitment to student sport, the University has recently launched its Student Sport Board (SSB). The SSB is responsible for advising on, and having oversight across, the entire student sport and physical activity experience.

To support the SSB's work, we are seeking a student representative to present the voice and opinions of students within three key areas listed above. To help present this voice, they will be expected to work closely with SMSU to gather, and pass on student feedback, sharing this as appropriate with the SSB.

This is an exciting opportunity to work with key stakeholders to develop sport and physical activity opportunities for students at St Mary's, whilst also developing your own key employability skills.



About the role

Expectations:

- Attend all Student Sport Board meetings, providing updates on any relevant actions from previous meetings.
- Prepare for all Student Sport Board meetings by reviewing agendas and supporting documents.
- Develop strong relationships with students who you represent
- Support the Student Life President in leading Sport Forum three times a year.
- Advise the Student Sport Board on all matters relating to the area you represent
- Gather and offer insight and feedback on the Sport St Mary's offer to help shape the future of sport & physical activity at St Mary's, in line with the Student Sport Board's aims, objectives and current projects.
- Act as an ambassador for sport & physical activity at St Mary's, encouraging all students to engage with relevant programmes.
- To complete any other duties appropriate to the role, as directed by the joint-Chairs of the SSB.
- To work closely with SMSU and communicate effectively with the Student Life President to ensure the student voice is heard.



Your Skills & Next Steps

First and foremost, we're looking for students who want to improve the sporting experience for those studying at St Mary's University.

Person Specification:

- A current student at St Mary's University (E)
- Understanding of sport & physical activity programmes at other institutions and how best practice can be adopted (D)
- Ability to build effective relationships with a range of key stakeholders including University students and staff (E)
- Ability to gather, interpret and distribute student feedback in a range of ways (E)E)
- Experience of student leadership roles (D)
- Excellent communication skills (E)
- Excellent organisational skills (E)
- Interest in sport and enthusiasm for increasing participation and performance (E)
- Enthusiastic, energetic and approachable (E)
- Commitment to equality, diversity and inclusion (E)
- Strong team player with an ability to work independently (E)

(E) - Essential criteria

(D) - Desirable criteria

University Policies and Procedures

All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner, particular consideration should be given to the University values.

St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.

**To apply, fill out an application form, which can be found on our website:
Applications close 19th May 2024 at midnight.**