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| **Northumbria Sport Student Sport Council** | |
| **Role** | **Student Sport Club Officer** |
| **Start Date:** | December/January 2021-22 |
| **End Date:** | May 2022 |
| **Average Hours Per Week:** | 2-3 |
| **Responsible to:** | Emma Collier |
| **Location:** | Students Union & Sport Central / Virtual |
| **Reward & Recognition** | Successful candidates will be able to choose from one of the following:  Annual Gym Membership\*  Annual Club Membership\*  Funding bursary towards an accredited qualification of their choice\*  Successful candidates will also receive tickets to attend various sporting events across the region  \*Terms and conditions apply |
| **Application Process:** | Please see Application Process below |
| **Closing Date for applications** | Midnight, Sunday 28th November |

**Role Overview:**

The Student Sport Council is elected from and by the student body to represent and support students, ensuring that they can play a role in shaping the sport programme. The Council ensures that students at Northumbria can access and contribute to a broad range of sport and wellbeing activities.

The Student Sport Council will be responsible to the Student Sport President.

The Student Sport Club Officer position allows students to work closely with the Student Sport Clubs and staff to support the development of their clubs. You will be responsible for looking after a number of clubs and will be expected to meet with them regularly to support them in achieving their club aims and objectives. This is a great opportunity to gain behind the scenes experience in club development in a fast paced environment.

**Application and Election Process**

**Stage 1:**

Students who wish to apply must submit a maximum 500 word statement (manifesto) setting out why they are the best person for the role. *Students must submit their 500 word statement to* [*e.collier@northumbria.ac.uk*](mailto:e.collier@northumbria.ac.uk) *.*

All statements will then be reviewed and shortlisted by a panel (chaired by the Student Sport President).

Successful shortlisted candidates will be notified by the Student Sport President and announced on Thursday 25th November.

**Stage 2:**

Candidates will be required to record a short video which will be promoted across the University using various digital media platforms.

Campus-wide campaigning is allowed but putting up posters anywhere on campus is not allowed.

Use of Facebook and other social media is allowed from the start of the campaign. However, candidates are only allowed to use their personal social media platforms to promote their campaign.

Voting will open for the successful shortlisted candidates on the 26th November and will close at lunchtime on the 3rd December.

Northumbria University students will be given the opportunity to vote for who they would like to sit on the Student Sport Council. *Students will receive one vote per role*

*All candidates must conduct themselves in a positive, respectful manner and not undertake any activity that would be detrimental to the reputation of the University. Any manifestos deemed to be inappropriate will be not be considered.*

**Role Description:**

* Assist the Student Sport President in the planning and delivering of monthly Club Committee meetings
* Assist in the communication of key events and activities to clubs using various communication channels
* Meet with clubs on a regular basis to support their club development planning
* Support the marketing and promotion of the Student Sport Clubs on campus
* Attend weekly BUCS fixtures and non BUCS sessions where possible to show your support
* Provide regular updates to the Student Sport President and Sport Leadership Team about the development, proposed ideas and initiatives of Sport Clubs

**Person Specification:**

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| **Key to abbreviations**  E – Essential A - Application Form D – Desirable I – Interview | |
| 1. **Specific Knowledge**  * A knowledge and understanding of the Northumbria Sport Club structures * Knowledge of sport development competition structures including BUCS and local leagues | E |
| 1. **Skills and Abilities**  * Excellent communication skills including the ability to communicate with a wide range of individuals both verbally and in writing * Able to support in building, leading and motivating a team * Able to support discussions and co-ordinate meetings * Able to use initiative to resolve problems quickly and confidently * Able to communicate clearly and professionally with a wide range of individuals, including sport club committees | E  E  E |
| 1. **Education, Training and Experience**  * A current Northumbria University student as of September 2021 * Experience in a leadership or volunteer role | E |
| 1. **Other requirements**  * Must be a member of a Northumbria Sport Club in 2021/22 * Ability to work unsocial hours as required including early mornings, evenings, and weekends * Computer literate with knowledge of standard Microsoft packages | E |

**How to Apply:**

Please send a statement / manifesto (maximum 500 words) to [e.collier@northumbria.ac.uk](mailto:e.collier@northumbria.ac.uk)