



Loughborough Athletic Union Senior Sports Administrator

Main Purpose of Job

To undertake and develop the administrative functions and contribute to the planning and implementation of the strategic plan for the Athletic Union, in relation to logistical support and governance for the AU clubs competitions and fixtures.

1. Carry out and develop administrative functions around participation by members for the Athletic Union.
2. Liaison with internal and external partners: institutions, companies and, in particular, the Sports Development Centre (SDC) of Loughborough University.
3. To oversee the operations of the AU and ensure that staff and AU clubs meet Union and AU governance requirements.
4. To work with the Sport EO and AU Clubs Officer in regard to AU policy and procedure reviews and to co-author and edit them for the section, when required.

Relationships

Reporting to:

Deputy Union Director.

Duties and Responsibilities

1. Ensure and develop the administrative operations of the Athletic Union:
 - All aspects of off campus provisions and bookings:
 - (a) Transport
 - (b) Accommodation
 - (c) Trips/tours forms
 - (d) Insurance
 - (e) Paramedic Cover
 - All aspects of processing BUCS Individuals, team and league entries.
 - All aspects of match official appointments and payments.
 - All aspects of BUCS and non-BUCS fines and disciplinaries.
 - To ensure all invoices are signed off and paid promptly.
 - Performing governance checks on AU members and coaching staff.
 - To maintain the AU's administrative webpages.
 - To coordinate any other paperwork relating to World University Championships and Games, English Universities Representation etc.
 - Ensure records are kept of committee positions within the AU Clubs and the individuals occupying such posts, prior and following elections.
 - To attend various BUCS meetings throughout the year, including, whilst not exhaustively:
 - (a) East Midlands regional meetings.
 - (b) BUCS Annual General Meeting.
 - (c) BUCS Conference Training and Annual Dinner Presentation.
 - Attend such internal meetings as are necessary for the performance of the post.

2. Liaison, Communication and cooperative working:

- To be the senior AU staff contact for administrative purposes.
- To maintain close links with internal and external partners, institutions and companies.
- To work with the SDC/AU Student Performance Coordinator in regard to BUCS analysis of performance and future decision making/strategy.
- To work with the Sport EO and AU Intern in regard to AU policy and procedure reviews and to co-author and edit them for the section, when required.
- Liaise with the AU Finance Administrator to ensure that expenditure related to fulfilment of fixtures is kept within the budgetary constraints.

3. To act in the capacity as a Team Leader within the AU staff group by:

- Coaching other members of the group through helping assess their personal development needs and helping individuals address personal concerns within the work place.
- Taking responsibility for Health and Safety compliance for the individuals within the office environment.
- Act accordingly to ensure that there is rigorous application of strict Health and Safety practice and compliance within the section and student activity groups.
- Co-author and edit the Health and Safety policies and guidance for the section, under the guidance of the Health & Safety Officer.
- Any unresolved issues must be reported to the Union's Health & Safety Officer.
- Attend, chair and/or represent the AU at relevant internal and external meetings, such as Sports Summit, BUCS AGM and AU Finance meetings.

4. Provide support for the Sport EO and other AU officers:

- Attend and deliver AU Club Committee Training in relation to all aspects of Athletic Union participation, when required.
- To assist with handover between Sport EO and AU Intern officers.
- To support the AU Executive team, where and when required.

Pay

LSU Scale 7.

Benefits include contributory pension scheme, enhanced statutory holidays, staff discounts and access to University facilities.

Hours

Full time, 35 hours per week. There may be a need to attend meetings out of office hours.

Equality & Diversity

Loughborough Students' Union is committed being a diverse community where everyone can be themselves openly without fear of unfair discrimination or harassment.

We will not tolerate discrimination on the grounds of age, disability, gender, sexuality, race, religion or any other factor that has no bearing on someone's ability to do their job. Where needed, we will make reasonable adjustments to the working environment.

Ethical and environmental considerations

Loughborough Students' Union been recognised as one of the UK Greenest organisations and have won many awards to confirm this. We encourage all staff to work in ways that reduce our negative environmental impact and to our highly ethical standards. We are always keen for staff to contribute to our achieving these aims.

Loughborough Students' Union invests in its people

Loughborough Students' Union believes that its most valuable resource is the people who work within it. We are committed to the development of all our staff and volunteers; we actively encourage people to grow and develop their roles.

We achieved recognition as a Gold 'Investor in People' in 2015 and we are constantly working to improve the ways our people can be as effective and happy as possible.



**INVESTORS
IN PEOPLE**

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Loughborough Students' Union serves Loughborough University, Loughborough College and the RNIB Vocational College