

Job Description

Post Title and Post Number	Sport Scholarship Officer - 48555
Organisation Advertising Description	Hospitality and Accommodation Services – University of Birmingham Sport
Post Number	48555
Full Time/Part Time	Full time
Post is open to:	Internal and external candidates
Duration	Permanent
Grade	Band 500
Salary	Starting salary is normally in the range £21,452 to £23,045. With potential progression once in post to £26,679 a year.
Terms and Conditions	Support
Closing Date	19 November 2014

Job Summary

The holder of this role within the Performance Sport Team will be required to assist with the administration, co-ordination and delivery of the sport scholarship programmes (UBS/TASS/R&A). The role will involve regular communication with University & TASS athletes, coaches and support staff. As well as promoting the achievement of the athletes to both internal and external bodies. They will be responsible for the UoB Sports Performance Award programme and assist with the co-ordination/delivery of the Talented Athlete Scholarship Scheme (TASS) ensuring engagement of our externally based athletes. He/she will also assist in the development and delivery of the athlete mentoring programme and provision of suitable lifestyle support to student-athletes including the delivery of TASS workshops. They will also assist with the monitoring of the delivery of services in conjunction with the Sport Scholarship Manager and submitting the quarterly reviews to TASS.

Main Duties

1. To assist with the day to day management of the University (UBSport) Sports Scholarship Programmes .

- Responsible for the administration of the University of Birmingham Sport (UBS) Sports Scholarship Programmes. This will involve liaising with Athletic Union, coaches and HiPC support service practitioners to ensure that student athletes are identified, offered scholarships and places at the University through to assisting with the design, development & delivery and monitoring of a high quality integrated support programme.

- Assist the SSM with the initial athlete profiling process and ensure each sport scholar is provided with an SLA as quickly as possible. This will involve liaising with coaches and specialist support practitioners to ensure that the SLA is appropriate, monitoring the delivery and usage of support services through to attending Performance Sport Delivery meetings.
- Responsible for the administration, delivery and monitoring of the UBS Team Scholarship awards. This will involve liaising with UBS coaches and HPC team to agree support package through to monitoring and reviewing progress.
- Assist the SSM with the day to day athlete management. This will involve maintaining records of athlete engagement through to service provision.
- Assist the SSM in monitoring and evaluating the efficient and effective delivery of sport scholarship programmes.

2. To assist in the co-ordination and delivery of TASS sport scholarship programmes

- In conjunction with the Sport Scholarship Manger (SSM), assist on the delivery, development and co-ordination of the Talented Athlete Scholarship Scheme (TASS). This includes responsibility for the collation of results and promotion of their achievements.
- To co-ordinate the day-to day running of the externally based TASS scholars. This involves organising and delivering an induction programme, monitoring engagement of the support services and progress, ensuring all practitioners are notified of new athletes and what level of services is required, through to ensuring all athletes paper work is completed and returned to TASS.
- In conjunction with the SSM prepare and submit funding bids to TASS, through to the monitoring progress, reporting and feeding back to TASS on the progress of existing and future projects.

3. Responsible for the delivery and development of the Young Stars Camp & Sports Performance Award pathway

- Responsible for the design, delivery and coordination of the Young Stars camp. This will involve liaising with coaches, athletes, HiPC staff, marketing and university departments to organise and run the event.
- Responsible for the coordination and delivery of the Sports Performance Awards. This includes the recruitment & selection of student-athletes, administrating the programme through to evaluating the impact of the programme.
- Responsible for producing an annual review/report on Young Stars camp & SPA pathway, including feedback from athletes, impact and recommendations for the SSM/PCM.

4. To assist the Sport Scholarship Manager in the development & delivery of Mentoring Programme

- In conjunction with the SSM design, develop and deliver a mentoring programme for the UBS & TASS athletes. This will involve identifying appropriate staff across the network willing to act as mentors, delivering appropriate training, and providing guidelines and resources for this role.
- Assist in design and delivery of an annual series of workshops for the sport scholars as part of the Mentoring/LSA.
- Monitor progress of the athletes through regular contact with the mentors to ensure full engagement – external TASS athletes & SPA students.
- Act as a mentor to externally based TASS athletes and UBS athletes.
- Professional development, to keep up to date with lifestyle advisor developments and delivery options. Ensuring completion of TALS qualification and gaining RPDPS membership.

5. Marketing and promotion of the Sport scholarship Programmes.

- Responsible for the promotion of athlete achievements through web articles, blogs and press releases. This will also involve working closely with UBS PR officer to ensure all current news and stories of interest are conveyed to public.
- Responsible for communicating any relevant PR stories to the TASS HQ for promotion on TASS website, twitter etc. This includes the promotion of satellite/external based athletes achievements.
- Liaise with marketing on the production of the 'PRIDE' newsletter.
- Responsible for the coordinating of the Bucks for BUCS scheme. This will involve promoting the scheme, overseeing the administration of the scheme.
- Assist the SSM & CDM in the Sports Awards Selection through maintaining the athlete's results database to liaising with marketing re athlete profiles.

- To undertake any other duties that may reasonably be requested within the post holder's grading.

Person Specification

QUALIFICATIONS

- Good Sport Science Degree or related degree.
- Athlete Lifestyle support qualification (TALS) or working toward this.
- RPDPs membership or working towards this.

KNOWLEDGE

- Sound knowledge and understanding of performance athletes (in particular in tertiary education) and their needs and requirements.
- Knowledge and experience of the provision of athlete support services.
- A broad knowledge, understanding of higher and Further Education in England and the UK.
- Knowledge and experience of the provision and delivery of high quality performance athlete service within HE

SKILLS

- Excellent communication (verbal and written) and interpersonal skills.
- Excellent Problem solving and organisational skills.
- Excellent administrative and resource management skills.
- Ability to work on own initiative as well as within a team.
- Self motivated with the ability to prioritise work load and balance conflicting demands.
- Good IT Skills (Word, Excel, Access, PowerPoint)
- Must be numerate

EXPERIENCE

- Experience of performance sport and/or the delivery of performance sport services and their support structure.
- Experience of working with coaches, National Governing Bodies of Sport (or equivalent sporting bodies).
- Experience of carrying out Needs Analysis with athletes and the design of individualised Athlete Service Agreements.
- Work flexible hours according to the seasonal demands of the job.
- Have a Passion for helping athletes improve performance and to work within HE sport