

Edinburgh Napier Students' Association [ENSA] – Sports Development Co-ordinator. 36.25 hours per week. 1 year fixed term contract. Salary: £20,356. 7 weeks annual holiday.

Job Purpose

This post is key to implementing ENSA's Team Napier Strategy. The role involves implementing a Sports framework and developing coaching pathways to support the development of Clubs and individual athletes: to create well-run, successful and aspirational sports participants & Clubs at Edinburgh Napier University [ENU].

The role is primarily a student-facing position aimed at facilitating students' engagement with a focus on inclusive practices, which reflect the diversity of the ENU student demographic.

The post reports directly to the Depute Manager of ENSA and is based at the ENU Merchiston campus.

Main Duties: Sports Club Development

1. Administer ENSA's Sports Framework as a means of engaging Sports Club Office Holders and actively progressing their Clubs through the levels of the framework.
2. Establish the professional support requirements of Clubs and to agree a programme of development to include coaching, officials and other sources of expertise, including the costing and sourcing of external support where appropriate.
3. Keep updated with sporting governing body/league standards across a range of sports to ensure that clubs are compliant with the requirements of health and safety, risk assessment, best practice, and where appropriate, to build these standards into the club's pathway.
4. Develop administrative systems to underpin the Framework, maintain accurate and timeous records and review these as the Framework and participating Clubs develop.
5. Obtain accurate and up to date Club inventories of kit and equipment on a trimester basis, tying this into the Sports Administrator's purchase records.
6. Work with the Sports Administrator to undertake regular checks to ensure club compliance with ENSA and national body sports policies, including membership eligibility, inventories, equipment storage and maintenance, insurance requirements.

Training and Events.

7. Work with the Depute Manager to design and deliver bespoke training materials for Club Office Holders as part of the Student Development Programme.
8. Contribute to the general work of ENSA in relation to activities and events such as Freshers Week and Excellence Awards.
9. Participate in PDR activity with the Depute Manager, as well as training and development opportunities and be adaptable to change within the organisation.
10. Work with the Depute Manager to research and implement an appropriate evaluation framework for Sport to evidence impact and celebrate success, including

developing a selection of outputs such as number of participants, funding allocated and testimonials.

11. Develop and build relationships with internal and external partners to promote and develop Sport at ENSA, including attending committees and working groups as required.

Promotion and Publicity.

12. Work with ENSA's Vice President for Sports & Societies to promote and develop competitive and recreational sporting activity, as part of maintaining a healthy lifestyle among Edinburgh Napier University students.
13. Work in consultation with the Communications and Marketing Team to promote Team Napier in a variety of ways including presentations, developing physical and virtual information materials, branding, publicity, social media, and evaluative data to support the ENSA Team Napier strategy.
14. Support and assist Club Office Holders and sporting participants to register with and use the MSL online registration system to maximise the benefits that arise from using this system.
15. Work collaboratively with the wider ENSA team to ensure that Team Napier is integrated within ENSA and is working in synergy/holistically as part of the overarching ENSA strategy and other enabling strategies.

Funding and Budgets.

16. Maintain an active awareness of the membership fee structure and the budgets allocated to clubs through liaison with the Sports Administrator.
17. Work with the Sports Administrator to identify potential income generation and sponsorship schemes and compile funding proposals as appropriate.
18. Support Club Office Holders in identifying appropriate funding and sponsorship opportunities for their respective Clubs.
19. Make recommendations on funding to ENSA's strategic funding bodies regarding the allocation of funds to support Club development.
20. Research and maintain an awareness of developments in the Sector and make recommendations to the Depute Manager as appropriate.

Individual Sporting Participants

21. Act as Clerk to the Elite Funding Committee and administer budgets in relation to individual athletes.
22. Develop and implement an effective administrative system that enables ENSA to identify, support and record the engagement of elite and individual sports participants and work with individuals to support their development.
23. Administer the entry procedures for individual events and keep records as appropriate.