



**Job Description: Casual Recreation Assistant - Parklife Football**

Responsible to: Sport Brighton Development Team, University of Brighton.

Contract: Term time only (31 weeks a year).

Hourly Rate: £7.52 Per hour.

Hours: Variable estimated from 2-8hrs per week dependent on role (To be discussed at interview).

Office Location: Sports Centre, Falmer BN1 9PH.

Activity location: Falmer & Eastbourne.

Closing Date: 5pm, Thursday 5<sup>th</sup> October 2017.

Interviews take place: w/c 9<sup>th</sup> October 2017.

Starting date: w/c 16<sup>th</sup> October 2017.

Available roles:

- Parklife 5's Social Football League Activator (Falmer Only).
- Parklife 11's Social Football League Coordinator (Falmer & Eastbourne).

Role summary: To oversee, support and administrate the delivery of the Parklife Football Programme at the University of Brighton Falmer Campus, ensuring a high quality student experience for all.

5's Activator:

- Role-hours focused at the Monday evening 5's league fixtures (6-10pm).
- Register teams, coordinate fixtures, record results and provide further support.

11's Coordinator:

- Hours split between weekly fixed office-based time (Friday preferred) and ad-hoc flexible fixture visits per week (fixtures occur Wednesday afternoon and Thursday evening).
- Coordinating fixtures, allocating referees, league administration, fixture spot-checks and further support.

Benefits: Attendance to the University Football Activator training day (subject to availability), free kit, development opportunities and mentor support.



Key responsibilities, main tasks and activities:

- To liaise with the Sport Brighton Sport Participation Officer in delivering the Parklife Football Programme.
- To coordinate or facilitate the 11's or 5's league respective of post secured.
- To promote the wider Parklife Programme across the University.

General Information:

The post-holder shares with all colleagues the responsibility:

- To actively advocate the available referee, volunteer, leadership and coaching opportunities available to students.
- To make suggestions to improve the working environment within their area of work.
- To comply with all aspects of the Health and Safety Policy and Arrangements.
- To work within an equal opportunities framework and to be committed to professional development.

This role description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation and tailored to the individual following interview stages.

To apply:

Please submit your CV along with a covering letter, prior to the deadline, explaining how your skills and experience make you suitable for the role. Please contact Sport Brighton if you wish to discuss the role further.

E-mail: [d.onions@brighton.ac.uk](mailto:d.onions@brighton.ac.uk)

Phone: 01273 643520



# Person Specification

## Education and Experience

Be a current University of Brighton student
Implementing, and reviewing development plans
Qualifications relating to leadership, administration and/ or sports.
Previous voluntary experience
University of Brighton Parklife experience and/ or knowledge

Essential
Essential
Desirable
Desirable
Desirable

## Personal

Highly self-motivated, versatile and willing to undertake training and development opportunities
Good IT skills and an ability to learn new ones
Energetic, enthusiastic and caring personality
Ability to work independently and as part of a team

Essential
Desirable
Essential
Essential

## Achieving results

Ability to work towards set goals
Ability to establish time schedules and work towards them
Ability to take responsibility for assigned tasks and achieve results
Ability to work towards defined strategies and concepts
Ability to be persistent and move forward in the face of ambiguity, dilemmas, and resistance to achieve objectives

Essential
Essential
Essential
Desirable
Desirable

## Communication

Excellent verbal and written skills
Ability to communicate effectively with a wide range of people (providing and receiving information)
Cultivates open trusting relationships inside and outside the organisation and within his/her respective team

Essential
Essential
Desirable

## Organisation

Ability to meet challenging deadlines
Ability to complete tasks methodically and efficiently
Ability to perform under pressure
Have the physical abilities to carry out the role, which may incorporate some travel and a willingness to work unsociable hours when required

Essential
Essential
Desirable
Essential