



University of Gloucestershire Students' Union

- Title:** Students' Union Sports Officer
- Responsible to:** Board of Trustees and Executive Committee
- Purpose:** To be responsible for the running of SU sports activities, working to enable as many students as possible to access sport, train and play.

Responsibilities of the Sports Officer:

- To co-ordinate and be ultimately responsible for all sports clubs recognised by the Students' Union, and to chair all related meetings
- To organise and promote sport at both competitive and non-competitive levels and liaise with the University on sport related issues, including 'Play for fun' sport
- To assist the Sports Co-ordinator in the organisation and running of the BUCS competitions and leagues, as well as the arrangements and cancellation of fixtures and travel arrangements for BUCS and all other relevant organised events and fixtures
- To liaise with and coordinate relevant University and SU Sports staff in developing the best practise in governance for SU Sports Clubs
- Attend British University and Colleges Sport Conference, and divisional and national meetings on behalf of the Students' Union
- To liaise and work with the Sports Experience Officer, meeting regularly to discuss current activities and allocate relevant tasks
- To oversee the running of events such as Sports Reunion, Tour, Varsity, Sports Tours and the Sports Awards Dinner.

Responsibilities of all elected Full-time Officers:

- To act as a representative, gauge student opinion, reflect the views of the student population and keep them informed at all times through effective communication channels e.g. campaigns, social media, SU website, face-to-face

To support the student body on matters of welfare and where needed, through academic appeals, academic offences procedures, complaints and SU disciplinary issues

To build a positive relationship and develop social responsibility amongst the student body and local communities

To be representative of the student body on all matters of communication with any affiliated Unions/Organisations and external bodies e.g. NUS, the police, the media

To support the Experience and Liberation Officers in representing their groups and with the delivery of relevant campaigns

To promote and effectively communicate all Union services to ensure a life enhancing experience for all students

To be a member of the Board of Trustees, attending meetings and reporting to its members alongside the other Full-Time Officers

To be ultimately responsible for staff matters and to be a member of the Senior Management Team

To work closely with the Students' Union Chief Executive Officer, staff and other Full-Time Officers to create the SU Annual Report, oversee SU finances/accounts and to achieve the aims set out in the SU Strategic Plan

To attend all relevant committees and meetings

To carry out all tasks in a sustainable manner, where possible

KEY CONTACTS:

- Vice Chancellor and all University Directorate
- SU Board of Trustees members
- SU Executive Committee and Full-Time Officers
- Committee members of Sports Clubs
- SU Senior Management Team (SMT)
- BUCS, NUS and other affiliated organisations
- Students, SU and University of Gloucestershire staff

KEY MEETINGS:

- SU Executive Committee and student focussed committees
- SU Board of Trustees and SMT
- SU Sports Committee
- Sports Club and Committee meetings