

ROLE DESCRIPTION

SPORT EXECUTIVE OFFICER



Position:

Executive Officer Trustee



Start date:

12th July 2021



Hours of work:

Full time, working 35 hours per week Monday-Friday (with commitment required to work outside the regular working day on occasions as required).



Contract:

Fixed term contract
12th July 2021 -
30th July 2022



Induction:

In order to take up the role, you will be required to undertake 2 weeks of mandatory training which will take place within the time period **12th July - 13th August**. You must be available throughout this period.



Salary:

£19,612 per annum (including 20 days annual leave, plus bank holidays and an extra 7 days off at Christmas).

Personal Specification:

- Has a broad understanding of the operations and ethos of Loughborough Students' Union.
- Should be able to lead and support the rest of Loughborough Sport in achieving their goals.
- Should be able to work effectively in a team
- Excellent interpersonal skills and the ability to deal effectively with a wide range of people.
- Enthusiastic and energetic
- Is fair and balanced when faced with issues and problems
- Should be personable and approachable
- Needs to be comfortable with conflict resolution
- Ability to prioritize, problem-solve, manage a heavy workload and take an adaptable, flexible approach to work.
- Resilience Union Committees: Sport Senate Athletic Union Executive Board of Trustees University/College Committees: Sport Committee External Organizations British University and College Sport.

Individual Responsibilities:

- Act and fulfill the role of President of the Athletic Union, with overall responsibility for the Athletic Union Section.
- As Athletic Union President, be responsible for guiding the strategic direction of the Athletic Union and ensure targets are met for continued development.
- To manage and support the Athletic Union Clubs Officer in their operational targets.
- Lead the Athletic Union Executive Team in scheduled meetings and major strategic decision-making.
- To be a budget holder for the Athletic Union and Chair of the Athletic Union Finance Board, taking the necessary steps to ensure the Athletic Union's financial health and sustainability.
- Champion Loughborough Sport strategy, working with the Athletic Union staff and Executive, the SDC and its specific sport programmes, the wider University and other bodies to ensure Loughborough Sport continues to be the best in the UK.
- To support and represent the best interests of students in all areas of sport at Loughborough and action this in decision-making with University Committees, SDC Partners, Board of Trustees, and external organisations.
- Chair the Sport Senate and drive the body forward, implementing student views and effecting change in the student sport climate.
- Encourage the promotion and education of the sporting offer available at Loughborough and be able to signpost students towards relevant opportunities.
- In conjunction with the Students' Union Vice President, be responsible for dealing with high level sport specific disciplines as defined in the Loughborough Sport Disciplinary Policy.
- Chair the Loughborough Students' Sporting Minds Advisory Board, working with Loughborough Sports key partner in support of mental health support and awareness in competitive Sport.

Union Committees:

Sport Senate

Athletic Union Executive

Board of Trustees

University/College Committees:

Sport Committee

External Organisations:

British University and College Sport

Trustee Responsibilities:



The Trustees are the primary representatives of the student body. They promote the interests of our members at institutional, local, national and international levels to achieve direct benefits for students. Trustees are responsible for ensuring that the aims, the Memorandum and Articles of Association and the policies of Loughborough Students' Union are upheld.

The Executive Committee are Trustees of Loughborough Students' Union, they are responsible for: -

- Working collectively with the Union Director and Senior Staff to ensure that Loughborough Students' Union has a clear vision and strategy that recognises its values and meets the needs of its members.
- Financial scrutiny of management accounts
- Monitoring and evaluating the performance of Loughborough Students' Union against targets and ensuring that it is focussed on achieving its strategic goals.
- Participating in recruitment panels
- Complying with good governance principles in finance, employment and the law, whilst ensuring that guidance from relevant bodies is followed.
- Managing and implementing projects in line with strategic plans and Union policy
- Applying Union policy to service provision by working with management
- Supporting all committees and Part-Time Officers in carrying out their duties effectively.
- Ensuring all stakeholders' views are represented and their needs are considered
- Reporting regularly into Union Meetings on individual areas of responsibility and activity.
- Communicating effectively with members within the Students' Union
- Acting as a conduit for dialogue between students and their institutions, the University and College.
- To commit to reducing the Students' Union environmental impact and promote environmental and ethical good practice.
- Provide a student input by working with staff to ensure our membership and commercial services meet the needs of students.
- Carry out the above duties with due regard to the Union's policies on Health and Safety, Safeguarding and Customer Care and Equal Opportunities.