

## JOB DESCRIPTION

<b>Job title:</b>	Student Opportunities Manager
<b>Department:</b>	Student Opportunities
<b>Responsible to:</b>	Chief Executive Officer
<b>Responsible for:</b>	Student Opportunities Coordinator; Student Opportunities Assistant; Graduate Intern; External Sports Coaches
<b>Salary Scale:</b>	Grade D
<b>Hours of Work:</b>	Full-time. 35 hours a week. Flexibility will be required
<b>Role Summary:</b>	Lead the Student Opportunities function of the Students' Union to ensure the provision and sustainability of a wide range of student opportunities that are accessible, enriching, help students settle into University life and promote positive mental and physical wellbeing. Be a member of the management team and contribute to the strategic direction of the organisation in line with its aims and objectives.

### KEY ACCOUNTABILITIES:

This role is accountable for:

- A. To oversee the delivery, and reporting of performance, of the 'Your Student Life' and 'Your Future' aspects of the strategic plan acting as the lead manager and forming a programme group to undertake a 'stop, start, continue' process to prioritise and assess areas of work;
- B. Being an engaged member of the management team and driving an inclusive, positive and high-performing culture across the Students' Union;
- C. Ensuring there are high-quality opportunities and processes for students to engage in clubs, societies, activities and volunteering opportunities;
- D. Enabling students to shape the nature of these opportunities, so that they are student-led and enable students to progress their personal and professional development;
- E. Growing the numbers of students actively engaged in all student opportunities;
- F. Ensuring that students engaged within student opportunities have a positive experience.

### DESCRIPTION OF RESPONSIBILITIES AND DUTIES:

#### 1. Management

- Determine the direction of the Student Opportunities team and ensure work is aligned to the strategic plan.
- Lead the Student Opportunities team to deliver an exceptional service to students, staff and graduates which is dynamic and innovative in its approach.
- Line Manage all direct reports in line with behaviours outlined in the Students' Union Competency Framework.
- Allocate responsibilities, manage performance and support staff in their personal and professional development.
- Engage positively as a member of the management team, supporting and challenging colleagues to ensure effective collaboration across the organisation.
- To propose and manage the annual Student Opportunities budget.
- To recruit external delivery providers as required ensuring targets and performance are met in line with the Key Performance Indicators.
- To manage the health and safety protocols for all student opportunities and ensure activity adheres to legal duties and legislation.
- To manage the provision and maintenance of a sole kit and leisure supplier.

#### 2. Strategy and Development

- Manage and develop processes, procedures and policies that support students in undertaking opportunities in line with the organisation's business needs.
- Manage and allocate both finances and resources to student groups and structures in order to provide sustainable and improved student opportunities delivery.
- Lead on research and analysis into trends for student opportunities and activities inside and outside the HE sector.

- Ensure there is a wide portfolio of student opportunities available for students to support their integration into University, life after University and to aid their wellbeing.
- Identify and remedy barriers to participation at York St John University to engage underrepresented groups and individual students.
- Identify and maximise outreach opportunities to all stakeholders through delivery of innovative schemes and events.
- Lead in research, funding bids, projects and studies contributing to both the strategic development of student opportunities and the Student's Union as a whole.
- Develop a strong and effective relationship with the University to ensure their engagement in the Students' Union sport and opportunities trends and priorities.
- Be responsible for producing reports on the overall effectiveness of student opportunities, drawing comparisons within the sector to support development.
- To oversee events such as the Annual Sports and Societies Awards Dinner and Varsity tournaments ensuring these are within budget, sustainable and adhere to the SU's Values.
- To manage the direction of a sporting performance programme

### 3. Communication

- Maximise positive exposure for student opportunities at the Students' Union, its students, the University and the wider community.
- Liaise with University and Students' Union marketing and communications to establish and deliver a strategy to positively promote sport and all student opportunities.
- Lead on external and University communications relevant to SU student opportunities to build reputation, undertake active collaboration and facilitate future exchange of information.
- To ensure and develop procedures are in place for effective communication of student opportunities and the activities of student groups via social media.
- To lead on producing a yearly report of all student opportunities led by the Students' Union with the aim of enabling future investment and priority

### 4. Representation

- Develop a map of key relationships and ensure that those relationships are positively maintained to facilitate development for student opportunities and the SU both regionally and nationally.
- Ensure that all student groups (and other opportunities where appropriate) are operating democratically and in line with the Students' Union constitution.
- To be the key contact for future sport and activity facility developments at the University providing information and directing decision-making based on priorities.
- To represent York St John Students' Union on internal and external committee's supporting development and taking subsequent actions forward to enhance the sport and activity landscape.

### 5. Other Duties

- Providing support, advice and training for student representatives involved in Zones as appropriate.
- To understand and uphold the Vision, Mission and Values of the organisation and ensure that these guide and inform the work and conduct of the post holder.
- To attend conferences, training events and staff development days as they arise.
- To undertake duties from time to time, as requested that may be reasonably considered within the scope of the post.
- To carry out all duties with full regard to the Students' Union policies and procedures.

**Personal contacts:** Staff and members of the Students' Union, staff within the University, staff regionally and nationally in sporting and activity landscape, sports officers and staff in other SUs.

**Revised:** March 2017

## PERSON SPECIFICATION

### Job title: Student Opportunities Manager

The person specification focuses on the qualifications, experience, knowledge, skills, talents and attitude required to undertake the role effectively.

Requirements	Essential	Desirable
<b>QUALIFICATIONS</b>		
Good general education to A-level standard	X	
Educated to degree level or possessing equivalent qualifications and training		X
Relevant postgraduate qualification i.e. leadership development, health & safety management etc		X
<b>EXPERIENCE</b>		
Line managing others to build high performance		X
Working in a democratic, campaigning or membership organisation		X
Working in a role driving engagement with sport, activities and/or volunteering	X	
Experience of devising, implementing and monitoring development plans	X	
Project management and leadership	X	
Managing and setting budgets effectively	X	
Identifying funding opportunities and preparing successful bids	X	
<b>KNOWLEDGE &amp; SKILLS</b>		
Strong knowledge of sport and activity, particularly within the HE sector	X	
Higher Education trends, particularly with reference to the student experience and lifestyles		X
Excellent oral and written communication skills, including listening skills and report writing	X	
Ability to establish strong working relationships with a range of different stakeholders	X	
IT systems including Microsoft Office and an understanding of how to use IT systems and data to drive organisational performance	X	
In-depth understanding of how to drive inclusion and diversity through participation and engagement in activities	X	
Excellent planning, organisation and administration skills	X	
Presentation skills		X
<b>TALENTS &amp; ATTITUDE</b>		
Commitment to equality, diversity and inclusion and ability to engage students and stakeholders from all backgrounds	X	
Outcome-focused - passionate about volunteering and building participation and engagement in a range of opportunities	X	
Ability to motivate and engage team members to build a high-performing Student Opportunities team	X	
Ability to thrive and lead in a busy, fast paced and change-driven environment	X	
Collaborative and a team player - happy helping others, celebrating others' successes and supporting people to achieve individual and team goals	X	
Comfortable working in a democratic, student-led environment with the ability to empower and build constructive relationships with elected leaders	X	