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| <b>Job title</b>  | Women's Sports Officer (0.87 FTE - one-year fixed term, term time only) |
| <b>Salary</b>     | Pro rata of Point 2 (£18,039) + London weighting (£4,095)               |
| <b>Reports to</b> | Sports Co-ordinators  |

**Purpose of the job**

To promote and increase participation in women's sports at BSix

**Key duties**

- 1) To create and develop a cohesive programme of sports intended primarily for female students across the week
- 2) To facilitate and deliver women's sports sessions

**Main duties**

- 3) To deliver recreational women's sports programmes
- 4) Assist in providing practical sports sessions to students on sports courses
- 5) To liaise with sports co-ordinators in organising women only sessions across the College's sporting facilities and at external venues as appropriate
- 6) To work with sports co-ordinators in operating and ensuring the smooth running of the multi-use games area, gym and other outdoor sports venue facilities.
- 7) To provide an induction pack to all new users of the gymnasium and monitor their progress by observation, feedback and fitness testing when required or advised.
- 8) Design and evaluate individual fitness and training programmes for a range of needs from the very unfit to the elite athlete.
- 9) Maintain and update a database to maintain accurate records, accounts and maintain confidentiality.
- 10) To monitor and ensure a high standard of cleanliness, maintenance and safety including day to day maintenance and cleaning of the equipment to the manufacturers operational and safety standards.
- 11) To ensure a friendly yet professional atmosphere ensuring that College staff, students and the public receive correct guidance, instruction and supervision.
- 12) To be fully aware of all sports area facility safety and operation procedures and to ensure they are adhered to at all times.
- 13) To support college academy teams, ensuring all teams are supervised and that match officials are recruited and organised.
- 14) To promote the sports facilities both internally and externally and to develop opportunities for increasing the number of women coming into the college by working with community groups.
- 15) To participate in events intended to promote or showcase enrichment at the College
- 16) To create, update and follow risk assessments for sporting activities that you run

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| <b>Other duties</b>  |
| <p>17) To follow the College's equality and diversity policy.</p> <p>18) To participate in the College's appraisal process and to undertake appropriate training and development activities or programmes.</p> <p>19) To be aware of and comply with all Health and Safety regulations.</p> <p>20) To undertake other duties as directed by the Vice Principal – Student Experience which are commensurate to the level of the post.</p> |
| <b>Working relationships</b>   |
| <p>21) You are expected to form effective working relationships with other staff within the College.</p> <p>22) You are expected to develop and maintain professional relationships with students</p>  |
| <b>General behaviours</b>  |
| <p>23) You should be courteous in your dealings with colleagues, students and visitors to the College.</p> <p>24) As a member of staff in the College you will act with integrity and probity.</p>   |