

JOB DESCRIPTION



SABBATICAL:

SPORTS OFFICER

Term of Office

- The Sabbatical Officers term of office commences from 1st August until 31st July inclusive. Two weeks training will take place in July.

Sabbatical Responsibilities:

- Be primary representative of student views to the University, local, regional and national bodies.
- Act as Trustees of the SU, ensuring all Union services and functions are relevant and have a positive impact on students.
- Regularly and proactively talk to all demographic groups of students.
- Feedback regularly and proactively to students about outcomes and impact of representation activity.
- Responsible for ensuring communication from entire Sabbatical team to membership.
- Act collectively and take collective responsibility.
- Abide by the Trustees Code of Conduct.
- Be accountable for manifesto pledges.
- Work within the law and Warwick SU's governing documents.
- Enact Governing documents, By-Laws and Policy.
- Work to embed community integration across the University community.
- Work to embed Warwick SU's values (democratic, independent, ethical, fun, informative, enriching and accessible).
- Ensure personal awareness of all other Sabbatical Officer' activities.
- Provides student input by working with staff to ensure all services meet the needs of students.
- Be involved in the delivery of significant organisational activities such as Freshers' period, Open Days for example (this list is not exhaustive).
- Work collaboratively with staff to deliver the SU's Charitable objectives.
- Commit to reducing the Students' Union environmental impact and promote environment and ethical good practice.
- All duties to be carried out with due regard to the 'Organisational' policies on Health and Safety, Customer Care and Equal Opportunities.

Individual Responsibilities:

- To be the public face of student sport on campus and to the HE, local and national community and in this role actively engage with all student clubs and the student community in the overall promotion of sport and healthy activity.
- To strategically develop Warwick Sport working with the WS management Group and the Warwick Sport Board.
- To work with the Deputy Director of Physical Education and Sport and Warwick Sport staff on a day-to-day basis regarding the operation of Warwick Sport.
- Support the Warwick Sport structure and work with Warwick Sport to ensure opportunities for all Warwick Sport members.
- To work with and support the Student Sport Committee.
- Responsible (with the Warwick Sport staff and the Student Sport Committee) for the organisation and promotion of the following events:
 - Sports Council
 - Festival of Sport
 - Sports Fair
 - Varsity
 - Sports Ball
 - Any sports/healthy living related campaigns
 - Intramural Leagues
 - Refreshers Fair
- Support the Sports Development Programme in conjunction with the Sports Development Coordinator. In this role:
 - To conduct strategy meetings with every sports club to advise on all matters pertaining to club structure, operation and health and safety guidelines.
 - Assign and advise on sports clubs budgets, promoting extra funding opportunities wherever possible.
- Representative of Warwick at BUCS General Council and Regional meetings.
- Responsible for the development and maintenance of the content of Sports and Exec webpages.

Jointly responsibility with the Societies Officer for:

- Student development policy decisions and contributing to its long-term strategic development.
- Promoting opportunities for student development to Warwick students.
- The accountability of Student Development and Student Activities.
- Contributing to the development of strategies to enhance employability for Warwick students.

Jointly responsible with the Societies Officer for:

- Making political decisions and long-term strategy concerning student development.
- Promoting opportunities for student development to Warwick students.
- The accountability of Student Development and Student Activities.

Union Committee/Bodies:

- Board of Trustees
- Sabbatical Director to SUSW Board
- Sabbatical Trustee on Finance and HR Committee
- Membership Performance Review
- Commercial Performance Review
- Sabbatical Meetings
- Student Council
- Student Sport Committee
- Health and Safety Committee

University Committee/Bodies:

- Health and Safety Executive
- Health and Safety Committee
- Students' Union and University Liaison Group
- Warwick Sport Management Group