

JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

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| JOB TITLE: | Full Time Officer – Vice President Sports |
| RESPONSIBLE TO: | President |
| RESPONSIBLE FOR: | No line management responsibility |
| WORKS CLOSELY WITH: | All Full Time Officers, WSU colleagues, Boards, Committees, University of Warwick |

MAIN PURPOSE FOR JOB

- Represent students' views to the University, as well as local, regional, and national organisations.
- Serve as a Trustee of the Students' Union, ensuring its services and activities are meaningful and positively impact students.
- Uphold the mission, aims, governing documents, by-laws, regulations, and policies of Warwick Students' Union.
- Collaborate with SU colleagues to ensure services are tailored to meet students' needs.
- Ensure the SU operates primarily for students' benefit while adhering to legal and financial guidelines

MAIN DUTIES / RESPONSIBILITIES

- Serve as the primary representative of student views to the University, as well as to local, regional, and national bodies. Participate in various committees within the Union and University.
- Trustee of Warwick Students' Union, with responsibilities that include:
 - Collaborating with the Chief Executive and senior staff to ensure Warwick SU has a clear vision and strategy aligned with its values and member needs.
 - Scrutinising financial actions, ensuring sound management and ensuring sound financial governance.
 - Monitoring and evaluating SU performance against targets, ensuring focus on its strategic vision and goals.
 - Participating in recruitment panels for WSU and the University of Warwick.
 - Ensuring compliance with good governance principles in finance, employment, and legal matters, following guidance from relevant bodies.
 - Managing and implementing projects aligned with strategic plans and Union policies.
- Report regularly to Union Meetings on individual responsibilities and activities, while proactively engaging with all student demographics through emails, meetings, newsletters, and forums.

- Provide feedback to students and the President on the outcomes and impact of representation activities via forums, councils, and scrutiny panels. *(Note: This may need operational guidance to ensure consistency.)*
- Ensure effective communication between elected officers, students, and SU colleagues, especially the Sports Team.
- Collaborate as part of a senior leadership team, taking collective responsibility for decisions and outcomes.
- Abide by the Trustees Code of Conduct in all areas of work.
- Be accountable for manifesto pledges and individual priorities, clearly communicating progress during scrutiny panels.
- Operate within the law and Warwick SU's governing documents, interpreting and enacting By-Laws and policy effectively.
- Promote community integration across the University, fostering a sense of belonging through initiatives such as fairs, Welcome Week, and SU cultural events.
- Embed Warwick SU's core values - democratic, independent, enriching, student-focused, and welcoming - across manifesto pledges, collective priorities, and within both individual and team goals/objectives.
- Embed and demonstrate Colleague Values – Inclusive, Responsible, Adaptable, Collaborative, Problem Solvers and Supportive
- Stay informed of other officers' activities through weekly catch-ups and Executive Committee Meetings.
- Provide student-focused input by collaborating with SU colleagues to ensure Union services meet the needs of students.
- Actively participate in key organisational events, such as Welcome Week, Open Days, and Executive Training.
- Collaborate with SU colleagues to deliver on the Union's charitable objectives.
- Commit to sustainability, reducing the Union's environmental impact while promoting ethical and sustainable practices.
- Perform all duties in line with all organisational policies including Health and Safety, Customer Care, Inclusion and Belonging and employment.
- Participate in University disciplinary panels, including reviewing case details, questioning involved parties, and determining sanctions for proven cases.

- Collaborate with the Learning & Development (L&D) team to create and follow personal development plans, taking ownership of personal growth through initiatives like EVOLVE.
- Represent the student body and Warwick SU at RGSU and NUS events, engaging and building key relationships with other SUs to share best practices across the sector.
- Participate in key University events, including January and Summer graduation ceremonies, as well as official dinners.
- Prepare for and attend SU council and board meetings by reviewing reports and contributing to discussions.

INDIVIDUAL RESPONSIBILITIES

- Act as the public face of student sport on campus and in the wider HE, local, and national community, actively engaging with student clubs and the student body to promote sport and healthy activities. (in-line with staff student protocol around media and making public comments)
- Serve as the main point of contact and support for club executive members, providing advice and guidance, and referring them to appropriate services when needed.
- Promote and support club activities, ensuring they run smoothly and successfully.
- Take responsibility for club-related policy decisions and contribute to the long-term strategy for club and student development.
- Meet with clubs to assess their strategic development needs, ensuring value for money for members and the sustainability of clubs.
- Manage club budgets, assign resources, and oversee the delivery of club grants.
- Act as an advisor for students setting up new clubs and provide best practice advice for existing clubs.
- Take responsibility for the coordination of training for club executive members and all students involved in sports clubs.
- Work strategically with Warwick Sport, providing input to Warwick Sport's development in collaboration with the Warwick Sport SLT.
- Collaborate with the Director of Sport and Active Lifestyles, the Club & Performance Sport Manager, Club Development Officer, and other Warwick Sport staff on the day-to-day operations of Warwick Sport.
- Support and contribute to the Warwick Sport structure, ensuring all Warwick Sport members have access to a range of opportunities.
- Work with and support the Sports Committee and Sports Forum, providing guidance and collaboration where needed.
- Share responsibility (alongside Warwick Sport staff, the Sports Committee, and the Student Activities Department) for the organisation and promotion of key events, including:
 - Sports Forum Assembly
 - Sports Fair (not the primary contact)

- Varsity (not the primary contact)
- Sports Ball (including Sports Awards)
- Refreshers Fair
- Any sports or healthy living-related campaigns
- Conduct strategy meetings with sports clubs to advise on matters such as club structure, operations, and adherence to health and safety guidelines.
- Assign and oversee sports club budgets, while also promoting additional funding opportunities whenever possible.
- Represent Warwick at BUCS Winter Summit, AGM, Conference, and regional meetings.
- Provide ongoing support to the Club Development Officer, assisting in strategic planning and club-related initiatives.

UNION COMMITTEE/BODIES

- Board of Trustees
- Sabbatical Director to SUSW Board. Board trustee subcommittee as you must sit on two.
- Student Council
- Sport forum
- Health and Safety Committee
- Other ad hoc working groups set up during any other given year

UNIVERSITY COMMITTEES

- Students' Union & University Liaison Group (SULG)
- Warwick Team (WS SLT) Team warwick committees
- Student Community Experience Steering Group (SCESG) the welcome week steering group.
- The warwick presents working group

Other ad hoc working groups set up during any other given year

- The student insight group (SIG)
- Task force – disability

DURATION: Fixed Term – 12months

HOURS: 36.5 hours per week

LOCATION: Warwick Students' Union, Coventry. Occasional off site working is required