

Sport Officer

All SU Officers

SU Officers share the following responsibilities with the independent and co-opted trustees:

- Ensuring the SU has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the SU and for its behaviour
- Ensuring the SU complies with all legal and regulatory requirements
- Acting as guardians of SU assets, both tangible and intangible, taking due care over their security, deployment and proper application
- Ensuring that the SU's governance is of the highest possible standard ¹

However, the SU Officers, as Trustees elected by the Members of the SU are also charged with ensuring that the views of the student body are researched and represented. All Officers also actively work to promote the values of democracy, diversity and equality of opportunity as well as ethical and environmental values amongst the student population.

Sport Officer

The Sport Officer is principally charged with the strategic development of sport within the Students' Union and acting as a representative on relevant University committees and at the national level. S/he represents students' sporting needs and interests to the Sports Department and the University.

The Sport Officer will help sports clubs devise and implement their own development plans along with supporting the Sports Executive committee to further the development of student sport as a whole. S/he will develop coaching and other volunteering opportunities for all clubs.

Portfolio responsibilities

Key accountability	Performance Indicator
<i>General SU Officer Responsibilities</i>	
Ensure that the Membership's views are researched and represented.	High satisfaction levels from membership and low levels of complaints.
Ensure the SU's representational goals are effectively formulated and progressed and that representational and political issues are regularly reviewed by the SU Officer team	Actions and impacts regularly updated against the plan. High satisfaction levels from membership
Ensure efficient and effective communication takes place between SU Officers and all areas of the SU	General awareness of SU activities amongst staff and SU Officers.

¹ The SU's Bye-Law 6, Trustee Roles and Responsibilities

Key accountability	Performance Indicator
	Positive relationship between SU Officers, staff and the Membership
Ensure that the SU's Values are communicated and promoted throughout the SU and its Membership	Membership and all staff respected and have respect for others. Values of the SU are understood, respected, promoted and are reflected in the behaviour of SU Officers, staff and the Membership
Support effective representation at faculty level through attending meetings for the relevant faculty and liaising with the Education Officer and faculty reps	Awareness of faculty specific issues. Routine attendance at relevant committees (BoS, FLTQC)
Providing individual student support/representation in disciplinary and academic appeal processes, working with the Education and Community Officers as appropriate	Positive feedback from Members
Uphold, develop and maintain Ethical and Environmental standards in the SU	High ethical and environmental standards
Role Specific	
Monitor university sport issues locally and nationally	Awareness of relevant issues with the ability to comment and campaign when required
Work with the Sports Department to further the development of sport at the University	Effective communication and a good working relationship maintained with the Sports Department
Represent student sport at a local, regional and national level (e.g. BUCS)	Good national profile and involvement at local and national level
Work with the Activities Manager to support the Sports Executive to ensure the development of the area	Sports area strategic plan regularly reviewed and updated once a year
Work with the Activities Manager to support clubs by ensuring they have the means to develop themselves.	Ensure clubs update development plans annually in April/May
Ensure financial sustainability of the Sports area and its affiliated clubs	Sport supported without overspending on budget. Club budgets to be allocated by September
Seek advice from the Postgraduate Officer to develop postgraduate specific opportunities and ensure Postgraduates are easily able to join and participate in student groups and activities.	High levels of postgraduate student involvement and satisfaction

Key accountability	Performance Indicator
Co-ordinating facility provision for all clubs with the Sports Department	Effective allocation of facilities. High satisfaction of Membership.
Develop the coaching provision for sports clubs	Maintain a financial and logistical strategy for the provision of coaching within clubs
Co-ordinate, motivate and develop volunteers in the Sports Clubs	<p>Good levels of knowledge and high levels of satisfaction amongst officers</p> <p>Effective volunteer recognition programme. High take-up on club committee training</p>
Attend appropriate sport related committee meetings. Meet regularly with club committees	<p>High attendance levels</p> <p>Awareness of relevant issues with ability to comment and campaign when required</p>