

**JOB DESCRIPTION**

<b>Job Title</b>	Sports Administrator	<b>Current Grade</b>	Grade 3
<b>Responsible to</b>	<b>Activities Development Manager</b>		
<b>Responsible for</b>	N/A		
<b>Job Purpose</b>	The Sports Administrator will provide administrative support across all activities within the Sports Union at AUSA.		
<b>Principal Duties and Responsibilities</b>	<p>Provide reception cover for a busy Sports Union office including answering phones, the receipt of deliveries, organisation of vehicle drop offs and pick ups and other appropriate administrative duties.</p> <p>Ensure appropriate arrangements are in place for the booking of transport and accommodation for sports clubs, including MIDAS assessments for use of authorised vehicles.</p> <p>Develop a good understanding of Sport Union and AUSA policy and procedures.</p> <p>Provide appropriate training to sports teams and be the first point of contact for Sports Union fixtures, including sourcing facilities and transport, in liaison with other university Sports Unions and Captains of sports clubs.</p> <p>Ensure that records around sports clubs are accurate. This includes lists of coaches, PVC checks, banking details, sports kit orders, etc.</p>		
<b>General Duties and Responsibilities</b>	<p>Communication with sports clubs and societies and other University sports associations and sport club Captains in arranging fixtures.</p> <p>Required to work closely with sports clubs and Activities Development Manager to ensure general sports administration and queries are dealt with.</p> <p>Responsible for ensuring that all sports administration is carried out effectively e.g. fixtures, transport arrangements, facilities bookings for the use by Sports Clubs and societies.</p> <p>Plans and manages sports fixtures and liaises with other sports teams, which requires extensive organisational skills given the amount of Sports Clubs involved.</p> <p>Ensures that Sports Clubs keep up to date with their duties in terms of financial processes.</p> <p>Supports the induction of new colleagues and assists Sports Clubs in financial processes as well as organisation of transport, fixtures and results.</p>		

<b>Key Relationships</b>	<p>The Sports Administrator will work very closely with staff and student officers at AUSA. In particular, they will develop strong relationships with the Activities Development Manager and the Activities Development Team plus the Vice President for Sports. They will work across the University engaging with both student and University of Aberdeen staff such as grounds staff and staff at ASV. Strong links will be required with Sports Clubs and Societies plus other University Sports Associations, Student Associations and Sports Associations and also Sport Club Captains.</p>