



Job title	Sports Volunteer Officer	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	Sport	Location	University Park Campus

Purpose of role

At UoN we have a Vision to be the best UK University for Sport. The Volunteer Officer role will lead and implement the Volunteer and Leadership Academy strands in line with the University strategy and Vision for Sport focus on student employability. The role will strengthen, coordinate, and grow the organisation's volunteer community, ensuring volunteers are engaged, supported, and empowered to deliver meaningful impact. The role provides clear structures for recruitment, onboarding, training, and ongoing support, enabling volunteers to contribute effectively and feel valued. It also acts as the central point of contact for volunteer-related policies, recognition, and development, ensuring a consistent and positive volunteer experience across all activities.

Our approach places students at the heart of everything we do. This role will support the development and delivery of student leadership and personal development through sport and volunteering. This will be complimented by working collaboratively with internal and external stakeholders to put in place a programme of support to enhance student employment, academic attainment and development of life skills for students.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Delivery of programmes - Work with the Sports Volunteer and Outreach Manager to develop and deliver the annual Volunteer and Leadership Academy programme, providing high-quality leadership, volunteering and personal development opportunities for students - Develop and implement new Academy initiatives, including work-based learning experiences that enhance students' leadership skills, confidence and graduate employability - Coordinate a clear pathway of leadership training, coaching, officiating and volunteering opportunities, including the delivery of Coaching and Officials Academies to support University sport - Collaborate with the Students' Union, University departments and external partners to align leadership opportunities with student employability and academic success - Ensure all programme activities are inclusive and delivered in line with health and safety, safeguarding and relevant university policies	35 %

2	Recruiting and managing student volunteers: ▪ Work with the Sports Volunteer & Outreach Manager and Sports Volunteer Officer to design and deliver an attractive reward system to incentivise students to continue along the leadership and volunteering pathway ▪ Develop and maintain an effective online system where student leaders can log their volunteering hours, find out about opportunities and evaluate their own personal development ▪ Deliver talks and run targeted campaigns in academic schools to talk about volunteering opportunities to engage and recruit students ▪ Work in collaboration with the wider UoN Sport development team to ensure that a holistic approach to sport is encompassed, and a clear pathway is available for students	20 %
3	Training and Development: ▪ Collaborate with the Sports Volunteering Officer to plan and deliver a cohesive programme of coach, volunteer, and leadership development opportunities ▪ Develop and manage the annual sports coach and volunteer education programme, coordinating logistics including facilities, tutors, catering, and registrations ▪ Build partnerships with National Governing Bodies, sports organisations, and internal departments to create training, volunteering, and work-based learning opportunities for students ▪ Ensure all training programmes enhance students' coaching, leadership, employability, and reflective practice skills, aligning with their delivery roles ▪ Work with the Club Development Manager, club coaches, and support staff to develop and expand the Volunteer & Leadership Academy	20 %
4	Marketing and Partnership Liaison ▪ Promote leadership and volunteering opportunities across the University by working with internal departments, the Students' Union, and the UoN Sport marketing team to maximise engagement and produce effective promotional materials ▪ Develop and deliver innovative marketing campaigns and represent the University at key events, steering groups, and external forums to raise the profile of student leadership and volunteering ▪ Build and maintain strong partnerships with schools, colleges, and local organisations to expand volunteering opportunities and strengthen community engagement	10 %
5	Monitoring and evaluation: ▪ Develop and maintain robust data collection procedures for all areas of the leadership and volunteering programmes ▪ Promote and celebrate the success of volunteers within all programmes both internally and externally ▪ Regularly evaluate programme progress, providing high-quality reports for senior management and relevant funding partners as required.	5%

6	Financial management: - Manage and be accountable for a delegated budget, ensuring that expenditure is within agreed limits - Manage the ordering of all required services and equipment, working with the office team to ensure all University processes are adhered to	5%
7	Other duties: - Support the delivery of other UoN Sport department events, e.g. Open Days, Varsity and Welcome Week - Work collaboratively with other areas of the department to support wider departmental objectives in terms of participations, performance, business development and operations - Monitor best practice amongst peer Universities and other relevant organisations using learnings to help innovate and drive activity - Work collaboratively with other areas of the department to support wider departmental objectives in terms of participation, performance, business development and operations - Deputise for the Sport Volunteering and Outreach Manager as required - Any other duties in line with the role grade	5%

Person specification

	Essential	Desirable
Skills	• Ability to work both independently and as part of a team. • Ability to multi-task and manage a diverse workload. • Ability to meet deadlines and prioritise work effectively. • Problem solving skills. • Ability to establish and maintain effective working relationships with people at all levels. • Demonstrable event organisation skills. • Excellent communication skills, both written and verbal. • Computer literate, with a working knowledge of Microsoft Office suite and social media. • Flexible and creative approach. • Ability to write and present reports and presentations.	• Evidential web content management. • Understanding of up-to-date health and safety and safeguarding in sport procedures • Experience of writing clear and cogent data and insight led reports.
Knowledge and experience	• Knowledge and understanding of the structures within university sport • Experience of recruiting and coordinating volunteers and /or coaches within a sporting context. • Experience of planning and delivering volunteer and/or coach education, e.g. training courses, mentoring programmes. • Experience of managing and developing volunteers • Experience of partnership and stakeholder development and management. • Experience of planning and delivering events. • Financial management experience	• Experience operating in a HE sports environment. • Experience of operating within the school, FE college and community sports sector. • A good understanding of health and safety in sport. • Experience of National Governing Body volunteer schemes, particularly those relevant to the HE sector. • Working knowledge of the broader university sector and areas that could connect with sport. • Experience of working with Equality, Diversity and Inclusion (EDI) within sport. • Experience of operating online volunteer management and reward systems.
Qualifications, certification and training (relevant to role)	• Sports related degree OR minimum of 2 years equivalent experience working in the sports development sector.	• Undergraduate degree or formal training related to sport development, coaching or volunteering.

	Evidence of basic literacy and numeracy i.e GCSE Maths and English C Grade.	Coaching, Mentoring or Tutoring qualification.
Statutory, legal or special requirements	- A passion for volunteering and sport, specifically with the HE and community sector. - Flexible and creative approach. - Empathetic and considerate. - Ability to work effectively with and motivate students. - Demonstrable focus on quality and excellence. - Enjoys working collaboratively in a team environment. - Committed to providing a high level of customer service and driving a culture of continuous improvement.	

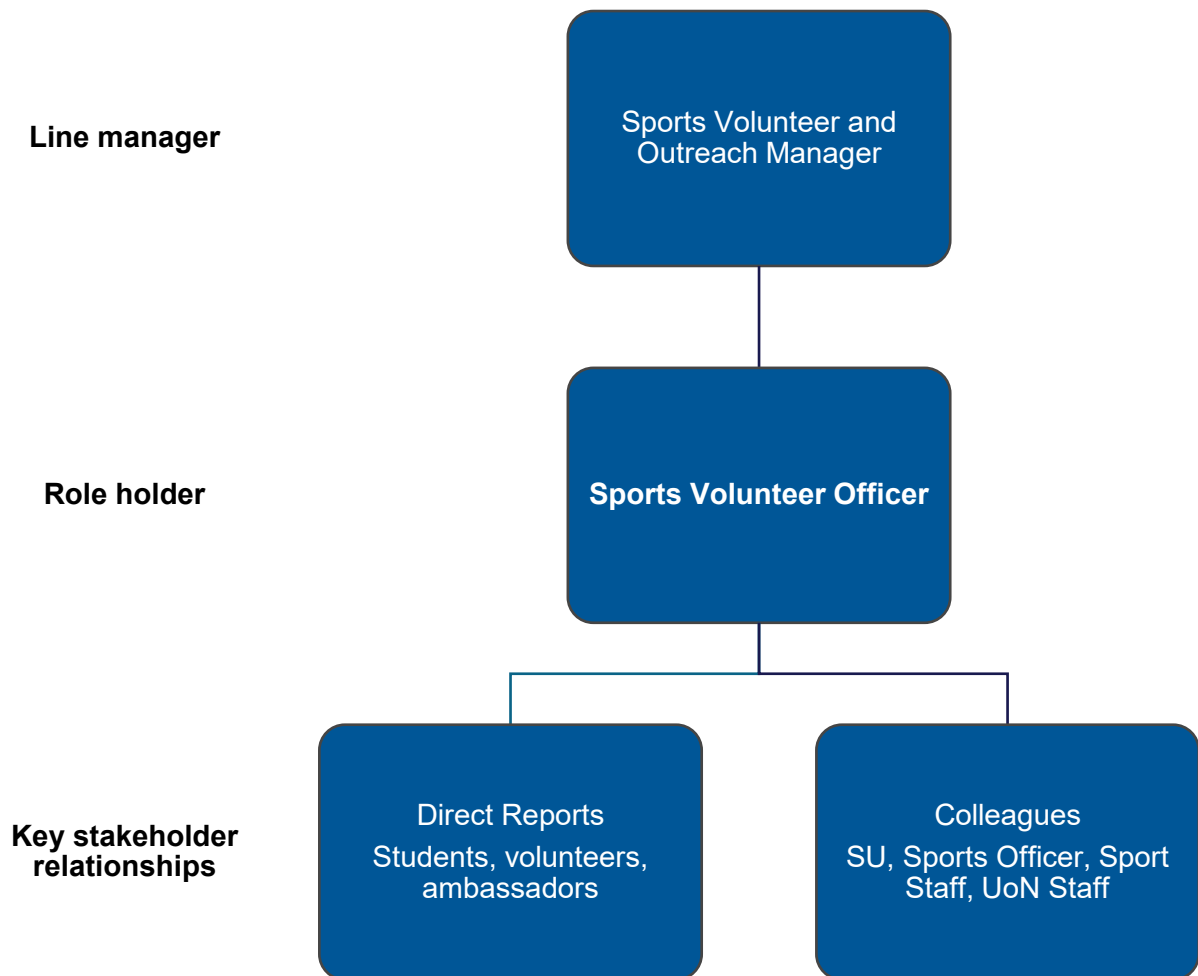


Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
Taking ownership	Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
Forward thinking	Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
Professional pride	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
Always inclusive	Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others



For job levelling/benchmarking purposes only – please remove before publishing

Decision making

Taken independently by the role holder

- Design of the project
- Raising profile of the projects
- Managing a delegated budget

Taken in collaboration with others

- Allocation of space for activity
- Recruitment of Part-time ambassadors
- Connectivity with clubs and health and fitness based activities
- Connectivity with other internal departments

Referred to the appropriate line manager (Assistant Director of Sport - Participation) by the role holder

- Spend outside of pre-allocated budgets
- Partnership or financial bid agreements