



## JOB DESCRIPTION

<b>Post title:</b>	Student Opportunities Admin Assistant (Sport)
<b>Line Manager</b>	Sport and Activities Manager
<b>Salary / Grade</b>	£13.45 per hour plus holiday pay
<b>Hours</b>	10 hours per week, term time only
<b>Location</b>	Predominantly Newton Park Campus. You may be required to work at any of Bath Spa University campuses and there may be some home working

### Purpose of the Role

- To assist with the day-to-day administration and organisation of clubs, societies and student opportunities

### Main Duties & Responsibilities

#### Core Competencies

As a member of the Union's team, you are expected to demonstrate our core values through the following competencies at all times:

- Being ambitious, passionate, dedicated, committed & motivated
- Being team orientated: equally valued and respectful of colleagues
- Being professional & taking responsibility
- By empowering others and being willing and available to help and support

#### Specific responsibilities

- To provide general administrative assistance, including answering emails, booking facilities, rooms and transport, making purchases and processing invoices
- To help organise events, training and opportunities for students, including preparation and support for events such as welcome, club and society committee training and elections
- To organise all equipment and paperwork for activities such as sports matches, student-led events, society activities and fundraising

- To ensure the safe and proper use of equipment by students
- To deal with student and other queries in a positive and efficient manner
- To maintain, accurate, up-to-date records including invoice records
- To input information into the Union's Customer Relationship Management system and run reports
- To undertake various other ad hoc tasks to support the Engagement Team

### General tasks and Responsibilities

- To ensure that the Union's policies, particularly in relation to Health and Safety, Data Protection, Financial Management and staffing are adhered to
- To remain up to date with the Union's policies and procedures and to undertake any relevant training required.
- To ensure that the Union's standards in relation to Equality & Diversity are upheld at all times
- To work proactively towards delivering the Union's strategic aims.
- To have a 'can do', problem solving attitude which contributes to the work of the whole team.
- To be prepared to work some weekends and evenings, according to organisational need or activities.
- To undertake any other duties required which are commensurate with the scope and grade of the post.

**Signed (employee)**

**Date**

**Signed (line manager)**

*Colin Clarke*

**Date**

## Person Specification

**Job Title:** Student Opportunities Admin Assistant

Criteria	Essential	Desirable	How is this assessed
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● Educated to 'A' Level standard or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>● First Aid certificate</li> </ul>	Application Interview
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>● Excellent communication and organisation skills</li> <li>● Excellent attention to detail</li> <li>● Demonstrable administration skills</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of student activities and opportunities at Bath Spa</li> </ul>	Application Interview
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>● Experience of working in a customer focused environment</li> <li>● Demonstrable experience of working within a team</li> </ul>		Application Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● An approachable, problem-solving attitude</li> <li>● Ability to work unsupervised and on own initiative</li> <li>● Flexible and adaptable approach</li> </ul>		Application Interview