

JOB DESCRIPTION
Opportunities Coordinator (Sports & Inclusion)
Vacancy Ref: N1986

Job Title:	Opportunities Coordinator (Sports & Inclusion)	Present Grade: 5
Department/College:	Students' Union	
Directly responsible to:	Sports Development Manager	
Supervisory responsibility for:	All In Project Champions (Student Staff)	
Other contacts		
Internal:	Lancaster SU staff; Full Time Officers and Executive; Sport Lancaster Clubs; Inter College Teams; student group leaders and activators; Sports Centre staff;	
External:	Fellow Students' Union Sports/Membership Services teams; related sports NGBs (Lancashire FA, England Netball etc); Inclusion in Sport Organisation (ie Kick It Out, Activity Alliance, Inclusion in Sport, Pride Sports, CHANGES Project,)	
Major Duties	<p>To support the delivery of a high quality All In Project at Lancaster University; an intersectional inclusion project to make both competitive and recreational sport more accessible and attractive to a range of underrepresented groups in sport.</p> <p>To provide group leaders with training and support to coordinate and develop their activities in line with agreed the All In aims and union strategies, policies and procedures.</p> <ol style="list-style-type: none"> 1. Providing a point of contact for student sports groups with regards to the implementation of the All In project including, providing and dissemination information and effectively dealing with queries. 2. Support the Sports Development Manager in the effective delivery of agreed projects and priorities, in particular: <ol style="list-style-type: none"> a. Delivery of introductory sessions about the project b. Refining the All In criteria to ensure the project remains accessible and relevant including developing additional criteria c. Ongoing support for student leaders undertaking the All In accreditation d. Supporting students to develop their skills and employment prospects e. Delivering events which promote engagement, inclusivity, and showcase activities f. Delivery of training programmes to student leaders to support the successful completion of the All In Accreditation g. Assisting in effective promotion and marketing of All In Project 3. Contribute and facilitate the smooth running of key inclusion and sports-focussed events i.e. All In Training sessions and community events. 4. Take responsibility for ensuring that core information published by the Union relating to All In is reviewed and accurate. 5. Monitoring and reporting on student groups' engagement with All In: compiling reports on progress, engagement and user feedback. 6. Identification, recruitment and effective liaison with, as appropriate, activity partners including Sports Inclusion organisations; university departments, Sports Departments of other institutions and National Governing Bodies. 	
General Duties:		

7. Work to ensure that the Union is a safe, sustainable and fair organisation for our staff, students and others we engage in. This will include:
 - a. **Safeguarding:** Remaining up to date with safeguarding policies and procedures and that you remain vigilant and consistent in recognising and reporting safeguarding concerns
 - b. **Health & Safety Policy and Procedures:** Ensuring that you follow any health and safety policies and procedures within your area of work and you contribute to the improvement of the organisation's approach to health and safety
 - c. **Equality, Diversity and Inclusion:** Demonstrating a clear understanding of and upholding the Union's commitments to equality, diversity and inclusion in everything you do.
 - d. **Sustainability Policies and Procedures:** understanding, upholding and championing the Union's policies and commitments to sustainability
8. To undertake any other duties as directed by the Chief Executive or their nominee, which are commensurate with the grade and responsibilities of this post.