

Motion Performance Centre Coordinator & Outreach Lead (maternity cover) - Open to current University of Worcester staff only

This post arises to cover the recruitment activities undertaken by the current post holder who commenced maternity leave in July 2017.

In addition to contributing to the day to day running of the Motion and Performance Centre, the post holder will lead the design, management, organisation and delivery of ISES outreach programmes with school and college groups to assist with student recruitment, working with ISES Recruitment Lead.

Closing date: Monday 18 Sep 2017

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Job details

Salary
Band 4: £18,776 - £20,989

Hours
0.5 FTE

Start
As soon as possible

Duration
12 months – maternity cover

Responsible to
Head of Institute of Sport & Exercise Science

Responsible for
N/A

Interview date
To be confirmed

Institute of Sport and Exercise Science

[Explore the Institute of Sport and Exercise Science](#)

"Our aim is to attract ambitious students who will be challenged as sports academics and practitioners to be the best that they can be."

Mick Donovan, Head of Institute

Meet the team

Background

The Institute of Sport & Exercise Science currently has a full time academic staff of 59. In addition 20 staff from partner institutions participate in course delivery through 'partnership agreements' on HND/FD courses. The Institute is responsible for the work of the Sports Centre, the University of Worcester Arena, Riverside Building and the Motion and Performance Centre and is supported by a team of administrative staff and 4 technical support staff. There are currently 4 full-time externally funded post graduate MPhil/PhD students.

The Institute has an impressive portfolio of courses including HNDs in Sport, Coaching and Physical Education at University of Worcester, Sport Coaching and Sports Performance and Coaching in partnership with Birmingham Metropolitan College and Telford College of Art and Technology. A Foundation Degree in Football Business Management and Coaching is also run in partnership with Birmingham Metropolitan College, Stourbridge Campus at the Stourbridge Campus Centre of Sporting Excellence. The undergraduate programme includes: BSc Sports Studies, BSc Sports and Exercise Science, BSc Sports Coaching Science, BSc Coaching Science and Disability Sport, BSc(Hons) Cricket Coaching and Management, BSc Physical Education (non-QTS), BSc (Hons) Dance and Community Practice, BSc(Hons) Physical Education and Dance; BSc(Hons) Physical Education and Outdoor Education, BSc Outdoor Adventure Leadership & Management BSc (Hons) Sport and Exercise Psychology, BSc (Hons) Sports Therapy. There is further course provision at post graduate level including PGCE in secondary Physical Education, MSc in Sports Coaching Science, MSc Sports Business Management, MSc Applied Sports Science, MSc Applied Performance Analysis and MRes Socio-Cultural Studies of Sport and Exercise, with current consideration of the enhancement of postgraduate provision in a Strength and Conditioning context.

There is a clear and distinct emphasis on the student experience and the Institute is proud of its reputation for high quality teaching and learning. The Institute has a creative culture and is constantly seeking to strengthen its portfolio of courses.

There has been a strategic commitment by the University of Worcester over the past ten years to create unique, innovative 'Learning Through Sport' initiatives that have inspired, included and enthused thousands of children and young adults nationally and internationally. Recently, the University launched the International Centre for Inclusive Sport, Physical Activity and Health.

The sports facilities include: the award winning University of Worcester Arena, 6 court sports centre, six-platform S&C Suite, McClelland Wellbeing Centre, 3G astro turf, sand filled astro turf, gymnasia and significant off campus grass playing fields. Indoor academic facilities include exercise physiology laboratories, two performance analysis laboratory, sports psychology and biomechanics laboratory. The world-class Motion and Performance Centre is an integral part of the University and supports teaching and learning, research and consultancy work. Lakeside campus provides opportunities for both land and water based outdoor education.

The Riverside building offers two large teaching spaces with multi-purpose sprung floors for indoor mini - games and dance, further smaller teaching rooms and a sports analysis teaching room with views to the two larger teaching spaces. A social learning internet café space is also available within this attractive venue.

The University of Worcester Arena is a purpose built facility with an inclusive design to include wheelchair athletes and mobility impaired athletes. The Arena hosted the European Wheelchair Basketball Championships in 2015 and received the Guardian University Award 2015 in the Buildings that Inspire category

The Institute has extensive international links in Europe, Australia, New Zealand, China, Japan and USA and opportunities exist for international staff exchanges and research. Staff are supported in individual and group research projects, particularly where research informs teaching. There is a clear research and consultancy strategy over the next five years linked to the University's strategic aims and staff are organised into research interest groups.

The Institute hosts a range of national and regional organisations including: the County Sports Partnership and the Association for Physical Education (afPE). There is extensive collaboration with Specialist Sports Colleges, local clubs and elite level sport such as Worcestershire County Cricket Club, British Wheelchair Basketball, Worcester Hockey Club, Worcester Warriors Rugby Club, Worcester Valkyries Women's Rugby, Severn Stars Netball and Worcester Wolves Basketball Club.

Main duties

1. To lead the design, management, organisation and delivery of ISES outreach programmes with school and college groups to assist with student recruitment, working with the ISES Recruitment Lead.
2. To work with the ISES Recruitment Lead/Graduate Ambassadors to strategically target schools/colleges for recruitment activities.
3. To work closely with the ISES Administration Office, to manage the planning and delivery of University Taster Days, including liaison with schools/colleges, facilities and Student Recruitment Ambassadors.
4. To manage the planning and delivery of Educational Workshops, including liaison with schools/colleges, ISES academic staff, facilities, technical support and Student Recruitment Ambassadors and inform the Academic Support Unit Manager of any invoicing required.
5. To co-ordinate the completion of generic risk assessments for University Taster Day and Educational Workshop activities.
6. To scrutinise evaluations from outreach activities, responding to feedback as required, and write an annual evaluation report on outreach activities at the end of the academic year.
7. To maintain outreach activity resources such as promotional flyers, evaluation forms and visit agreement documentation, to ensure they are kept up-to-date.
8. To manage the planning and delivery of any other outreach activities with educational institutions, such as off-site visits to local schools.
9. To supervise ISES Student Recruitment Ambassadors, delivering role training to new Ambassadors and organising training for specialist University Taster Day activities, to be delivered by ISES colleagues.
10. To manage Student Recruitment Ambassadors delivering promotional talks in former places of study, including development of presentation template and liaison with schools/colleges.
11. To monitor the shared Student Ambassador email account and respond to emails as required.
12. To manage content of Student Recruitment Ambassadors' Blackboard pages.
13. To plan and deliver the UniFest Summer School July 2018.
14. To work as part of the Motion and Performance Centre staff team, assisting colleagues during busy periods, sickness or holiday leave on any duties required. This may include periodically undertaking reasonable additional duties commensurate with the grade of the post.

*Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.

*Take steps to ensure and enhance personal health, safety and well being and that of other staff and students.

*Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion, and takes into account the University's commitment to environmentally sustainable ways of working.

Person specification

Essential Criteria

1. Good First Degree
2. Previous experience in organising or supporting the organisation of events
3. Previous experience of managing staff and providing training
4. Ability to work autonomously and as part of a team.
5. Ability to work under pressure and to meet agreed deadlines
6. IT skills, able to demonstrate a good working knowledge of the Microsoft suite of programmes. Confident in using social media and contributing to the preparation of web content.
7. Ability to remain calm in a busy environment and able to work to agreed deadlines with good planning and organisational skills
8. Ability to communicate confidently and clearly with a wide range of people both orally and in writing.
9. Effective organisational skills
10. Willingness to contribute to the operation of the Institute

Desirable Criteria

1. Experience of working with databases
2. Able to act as an ambassador for the University of Worcester in all communications.

Applications from Non EEA Workers:

Prospective applicants are advised to ensure that they are eligible to work in the UK without restriction.

Prospective applicants in points-based system immigration routes should assess their circumstances against the published criteria, which are set out on the GOV.UK website at www.gov.uk/browse/visas-immigration.

Visit www.naric.org.uk/visasandnationality for more information on how you can use a qualification from outside the UK to meet the requirements of the immigration rules.

Unspent convictions, cautions and bind-overs

The University is strongly committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibility for dependants, age, physical/mental disability or offending background.

In line with the University's policy on the Recruitment of People with a Criminal Record, shortlisted candidates are required to provide information of any unspent convictions, cautions and bind-overs. Applicants are advised to seek independent advice if there is any doubt about the status of a previous conviction, caution or bind-over. Disclosures will only be considered at the point when an offer of employment is made. The existence of a criminal record will not in itself prevent you from gaining employment.

This is a description of the job as it is presently constituted. This job description is intended to enable a flexible approach to be offered working across the University as required. It is subject to review and amendment in the light of changing needs of the University and to provide appropriate development opportunities. Members of staff are expected to participate fully in discussions about changing requirements and it is the University's aim to reach agreement to reasonable change. If agreement is not possible, it reserves the right to require changes to the job description after consultation with the individual concerned.

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<http://www.worcester.ac.uk/community/job-vacancy-motion-performance-centre-coordinator-outreach-lead2.html>