JOB DESCRIPTION

Post Title:	Sports and Active Campus Coordinator
Post Reference:	
Department:	
Responsible to:	Curriculum Manager – Sports & Fitness

Overall Purpose of the Role : **(Summarise the key responsibilities to achieve the overall purpose of the role and attach the organisational chart appropriate to the area)**
The purpose of this role is to lead the design, development and delivery of extra curricular sport, physical activity and active wellbeing programmes across Fife College. The postholder will support an inclusive and accessible Active Campus offer that enhances student wellbeing, engagement, retention and sense of belonging, while contributing to the College's wider Health and Wellbeing and Student Experience priorities.

Key Responsibilities
(Detail the key responsibilities and activities to ensure the overall purpose of the role is achieved)

1. Lead engagement with students to co-design sport, fitness and physical activity opportunities that reflect their interests, needs and barriers to participation.

2. Promote the physical, mental and social benefits of being active through the delivery of regular sports activities, awareness events and student led groups.

3. Lead on the development, delivery and review of an Active Campus Plan, working in partnership with internal College teams and external organisations to identify priorities, resource requirements and development opportunities.

4. Increase year-on-year student participation in sport, fitness and physical activity programmes, using evidence and evaluation to inform continuous improvement.

5. Recruit, support and coordinate a diverse cohort of Student Sport and Activity Ambassadors, ensuring inclusive representation and peer to peer promotion of physical activity.

6. Work collaboratively with College Health and Wellbeing services to support the use of

social prescribing and preventative wellbeing approaches for students.

7. Ensure sport and physical activity opportunities are well represented at College events, including induction, open days, awareness weeks and wellbeing campaigns.

8. Prepare and deliver regular reports on participation, outcomes and development activity to the Sport and Fitness Manager and relevant College committees or stakeholders.

9. Identify, apply for and manage funding and sponsorship opportunities to enhance sport and active wellbeing provision and ensure sustainability.

10. Work in partnership with the Students' Association and student engagement staff to ensure activity is informed by student feedback and engagement insight, while remaining College led.

11. Establish and maintain strong working relationships with the College Health and Wellbeing team and other departments to support joint delivery of shared priority initiatives.

12. Liaise with schools, Active Schools coordinators, community partners and local authorities to strengthen progression pathways and community links.

13. Build and maintain effective relationships with Scottish Student Sport, sportscotland and other relevant external bodies to support competition, development and sector alignment.

14. Arrange, support and administer student participation in local and national competitions, leagues and events, ensuring appropriate safeguarding, risk assessment and logistics.

15. Contribute to the creation and management of the Sport and Fitness budget, ensuring effective, transparent and sustainable use of resources.

16. Support the College's Student Charter and Strategic Ambitions in relation to health, wellbeing and active lifestyles.

17. Deliver themed sport and activity awareness weeks throughout the academic year to encourage new participation and re engagement.

18. Provide face to face support and signposting to students, capturing feedback and sharing insights to inform service development.

19. A strong passion for sport, fitness and active wellbeing, and an understanding of their importance to individual and community health.

20. A commitment to equality, diversity, inclusion and widening access to physical activity.

21. A positive, professional and respectful approach to working with students, colleagues and partners.

22. Adherence to Fife College policies, including health and safety, safeguarding, ethical and environmental standards.

23. Commitment to ongoing professional development and training.

24. Undertake any other duties appropriate to the role as required by the line manager.

Key Contacts/ Relationships
(Detail the internal and external contacts and relationships

Internal:

- Sport and Fitness Manager
- Sport and Fitness Team
- College Health and Wellbeing Team
- Student Engagement and Experience Teams
- Students' Association Officers and staff
- Curriculum and Student Support teams

External:

- Community sports clubs and hubs across Fife
- Local schools and Active Schools coordinators
- Local Authority partners
- Scottish Student Sport
- SportScotland
- Relevant national health, sport and wellbeing networks

PERSON SPECIFICATION

POST : Sports and Active Campus Coordinator

CRITERIA	ESSENTIAL	METHOD OF ASSESSMENT	DESIRABLE	METHOD OF ASSESSMENT
Education & Qualifications	Educated to HND Level in a related subject or extensive equivalent experience.	Application	Educated to Degree/Masters level, in a Sports or Health discipline. CIMSPA membership.	Application
Experience	Experience working with the public. Experience of leading with volunteers. Experience of running sports clubs and other groups.	Application	Line management experience. Mental Health training.	
Skills/ Attributes	Dynamic and adaptable working style to be able to speak and create positive working relationships with a wide range of people across the College. Effective written and verbal communication skills. Proven administrative and team working skills.	Application/ Interview		

	Ability to prioritise workload. Good knowledge of Social Media and interactive engagement tools. Proficient in the use of Microsoft Office. Excellent Time management. Working under own initiative with minimal supervision. Demonstrable understanding of the challenges facing College students.			
Any Other Relevant Criteria	Although this post will be based at one of the College's larger campuses, the post-holder will be expected to work across all the College's campuses each week to engage with as many students and members of the community as possible.	Interview		

Generic Information to all Roles

The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of role.

It is expected that every job description will be subject to an annual review or after six months of appointment. In addition, posts may be reviewed where there is a business need.

It is expected that postholders will understand the policies and procedures within Fife College, particularly where those relate to equality and diversity, health and safety and safeguarding.

Every member of staff is expected to be a role model to others within the College and those they encounter in the course of their duties upholding the College's values.