



## Job Description

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<b>Comp ID:</b>	036933
<b>Job Title:</b>	Sport Participation and Engagement Officer
<b>School/Department:</b>	Trinity Sport- Department of Sport and Recreation
<b>Job Category and Level:</b>	Executive 3

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### The Purpose of the Role

The Sport Participation and Engagement Officer works to create a range of programmes and initiatives aimed at increasing participation levels of students and staff in line with the aims of the Trinity College Strategy for Sport and Physical Activity. The role works to devise a range of innovative sport and physical activity programmes that engage the in-active and semi-active populations and deliver initiatives that support the mental and physical wellbeing of students and staff.

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### Context

The role works as part of the Sports Development Unit and working with the wider team responsible for the delivery of the objectives in the Strategy of Sport and Physical Activity. As part of the recent Trinity College Strategy for Sport & Physical activity the overarching participation goal is that every student in the University engages in sport at whatever level and in whatever way that best enhances their student experience. The role holder works to develop the participation pathway and widen opportunities and offerings to engage inactive and semi-active students and staff. The role reports to the Student Sport Pathway Manager.

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### Main Responsibilities

- Assist the sports development unit in the planning, implementation and monitoring of the sports participation pathway aimed at widening the sporting offer and increasing participation of target groups and individuals throughout the year.
  - Co-ordinate, deliver and review participation programmes including social sport, intramural sport leagues, wellness programmes and other physical activity events and initiatives aimed at increasing regular participation.
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- Work with National Governing Bodies (NGB's), sports organisations, local clubs and other potential partners to increase the range of physical activity opportunities available for students.
  - Work with student sport clubs to expand the participation offer within their sport and introduce beginner and social programmes as entry level programmes and alignment to the overall participation pathway.
  - Undertake and utilise market research to evaluate impact and identify new programmes and areas to increase physical activity levels amongst staff and students and advise the Trinity Sport management team as appropriate.
  - Assist in the delivery of the Orientation and Welcome week programme, ensuring all activities and areas are promoted and new students and staff welcomed.
  - Liaise with the Health Promotion Officer and other internal stakeholders to ensure that delivery compliments and supports those already in place such as the Healthy Trinity initiative.
  - Develop and deliver initiatives that are targeted at under-represented groups (including LGBTQ+ community, minority ethnic and race groups, and those with a disability).
  - Provide specific programmes and initiatives that continue to increase participation of female students.
  - Recruit and oversee a team of student activators and ambassadors that will support the delivery of participation programme.
  - Working with colleagues provide a range of coaching, volunteering, leadership and training opportunities for students; enhancing the student experience and also developing a student workforce to support the delivery of participation programmes.

## **General**

- Compile regular reports on the delivery of all activities, ensuring that Key Performance Indicators (KPI's) are tracked.
- Line management and training responsibility for a range of support staff and volunteers
- Ensure that University policies and procedures are applied to all areas of delivery
- Keep abreast of the best fitness practices and promotional trends. Collaborate with colleagues in different sectors
- Cover for colleagues as required and represent Trinity Sport at meetings and events
- Any other duties that arise from time to time as directed by the line manager or Director/Deputy Director of Sport & Physical Activity

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## **Person Requirements**

The role-holder will require the following knowledge, skills, and attributes for successful performance in the role.

## Qualifications

- A degree or equivalent qualification in a relevant area such as sports development (essential)
- Level 1 Coaching or fitness qualification (essential)

## Knowledge

- Working knowledge of Microsoft Office, e-mail, and the web (essential)
- Knowledge of sporting and coaching pathways, National Governing Bodies, accessing funding and regional sporting structures (essential)
- Knowledge of the third level sport and physical activity sector (desirable)

## Experience

- A minimum of 3-5 years' experience of coordinating and delivering successful sports development programmes and events (essential)
- Experience of working to tight deadlines, multi-tasking and managing different and conflicting demands (essential).
- Experience of recruiting and managing coaches/volunteers, including target setting and performance management (desirable)
- Experience of working in a HE environment (desirable)

## Skills

- Excellent administrative, communication and IT skills (essential)
- Excellent reporting and organizational skills (essential)
- Ability to work independently and as part of a team (essential)
- Excellent interpersonal skills with an ability to communicate effectively with a wide range of audiences (essential)
- Ability to formulate data, present information, and work within a range of established financial procedures (desirable)

## Personal Attributes

- Enthusiast, self-motivated with good interpersonal and problem-solving skills (essential)
- Passion for sport and physical activity (essential)
- Flexibility and willingness to work outside normal working hours as the demands of the post may require work outside normal office working hours from time to time (essential)

## Trinity Competencies

In Trinity there are 6 Core Competencies that are applicable to all roles across a range of professional, administrative and support jobs, unlike specialist or technical skills which may be job specific. They provide a common language for describing performance and the abilities/attributes displayed by individuals. They focus on 'how' tasks are achieved, not 'what' is achieved.

Below is a summary definition of the 6 Core Competencies.

<b>Competency</b>	<b>Summary Definition</b>
<b>1 Agile Leader</b>	Sees the big picture and harnesses opportunities to achieve the University's goals. Creates clear direction for the future and how to get there.
<b>2 Unlocks Potential</b>	Energised, capable and confident to take ownership and responsibility for their development and goals. Motivates, supports, and develops people to perform to the best of their ability.
<b>3 Service Ethos</b>	Finds ways to increase stakeholder and customer satisfaction. Builds relationships, is proactive and delivery focused in order to anticipate, meet & exceed expectations.
<b>4 Builds Trusted Relationships</b>	Communicates in a clear and respectful manner building trust and commitment for mutually beneficial outcomes.
<b>5 Decision-making</b>	Confidently makes timely decisions based on knowledge, evidence and sound judgement.
<b>6 Achieves Results</b>	Delivers results by setting direction, planning, executing and evaluating impact.