



Job Description & Person Specification

Post title: Wellbeing and Inclusivity Assistant (Graduate)	Post No:
School or Department: NTU Sport	Date created: February 2021
Grade: £23,500 p/a (Grade E)	Hours per week: 37
Fixed term end date: September 2022	
Other requirements of the role:	
Immediate line manager: Sport Engagement Officer	
Title & Grade of posts line managed by postholder: n/a	

Job purpose: To work collaboratively with colleagues across NTU to deliver interventions aimed at improving the engagement of NTU students (especially those from a BAME or low socio-economic background) into NTU Sport programmes.

Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

Engaging with hard to reach groups:

- Research barriers to participation in NTU Sport programmes for BAME, Low Socio-economic, Mature, International and Disabled students.
- Promote and raise awareness of the physical, mental and academic benefits of participating in physical activity among the inactive student population.
- Design, organise and deliver activities and interventions to increase engagement in NTU Sport programmes.
- Evaluate and monitor the impact of these interventions.

Engaging the Inactive:

- Assist with the design, implementation and delivery of social sport programmes, including Play for Fun, Moves and Intra-mural .
- Collect feedback on the experiences of students engaging in these programmes and provide recommendations for improvement.
- Support the Sport Engagement Officer in the monitoring and evaluation of the social sport programmes.
- Recruit, manage and supervise the Sport Champions.

Wellbeing:

- Support Student Support Advisors within the university's academic schools to help them to signpost students to relevant NTU wellbeing activities.
- Assist with the delivery and management of the Sport Access Scheme sessions.
- Deliver wellbeing interventions in line with the wider university campaign to raise awareness and increase engagement.
- Undertake research and evaluation activity to evidence the impact of the wellbeing interventions.
- Offer ideas, solutions and innovations that improve the effectiveness of wellbeing interventions

Marketing and Promotion:

- Liaise with the Sport Engagement Officer and Marketing Officer to develop a marketing plan for relevant programmes / activities.
- Work with relevant staff to ensure the effective reporting and promotion of all projects through relevant media to students.
- Provide content for relevant sections of the NTU website.

Other duties:

- Ensure that all activities delivered are undertaken within departmental, university and national governing bodies health and safety guidelines.
- Promote and support the wider activities of the NTU Sport department.
- Provide excellent customer service that meets the expectations of our students and staff.
- Expected to work some evenings and weekends.

Representing the function to the wider University and NTU externally on matters relating to the role:

- Establishes confidence and respect for the function, arising project work and personally for the Graduate.
- Acts as a positive ambassador and advocate of the Graduate Development Programme.
- Undertakes additional required work, tasks, projects and development opportunities alongside the Graduate role in conjunction with other Graduates participating in the Development Programme.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes

Attributes	Essential	Desirable
Knowledge	<p>Knowledge of Sport Engagement programmes</p> <p>Knowledge of barriers to participation in sport and physical activity (particularly higher education)</p> <p>Able to demonstrate a good working knowledge of Microsoft Office (including Office 365) products and other digital tools</p>	<p>Understanding of UK Higher Education (HE) sector.</p> <p>Knowledge of barriers to participation in sport and physical activity for hard to reach groups (such as; females, BAME students, International students, students with a disability, students from a Low Socio-economic background)</p> <p>Understanding challenges and opportunities in relation to diversity and inclusion</p>
Skills	<p>Excellent communication skills (both verbal and written) at all levels and the ability to develop positive relationships with diverse groups of stakeholders</p> <p>Meeting customer expectations through excellent customer focus and a solution driven approach</p> <p>Ability to prioritise workload, exercise judgment, and meet set deadlines</p> <p>Able to work effectively as a team member with a willingness to deliver hands-on help as part of a team</p> <p>Flexible and creative approach</p>	<p>Ability to work under pressure and deal with several tasks at once.</p> <p>Ability to work proactively without supervision, exercising judgement and initiative as necessary</p> <p>Delivery of support programmes</p>
Experience	<p>Experience of delivering and leading on projects</p>	<p>Experience of leading and developing volunteers</p> <p>Previous experience of using an electronic leisure management system</p>
Qualifications	<p>A Graduate of Nottingham Trent University with a degree of 2:1 or above, who has graduated within the last 2 years</p> <p>Willingness to complete a First Aid qualification</p>	<p>First Aid at Work (or equivalent)</p>

Competencies

Essential Competencies	Desirable Competencies
<p>Team Working (Level 1) Works effectively a member of the team. Takes responsibility for getting things done as part of a team.</p> <p>Customer Focus (Level 1) Is professional and polite in all dealings with customers, providing a quality service.</p> <p>Communicating and Influencing (Level 1) Actively listens. Communicates and presents information effectively.</p>	<p>Creativity and innovation (Level 1) Seeks out, reviews and integrates new ways of working into role.</p> <p>Making informed decisions (Level 1) Is aware of the data/information/research available to inform and develop areas of work. Keeps up to date with information and its quality in order to make judgements.</p> <p>Organisation and delivery (Level 1) Plans time effectively to achieve results in day to day work. Is organised and prioritises work appropriately.</p>

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by (post title): Katy Teasdale
