

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (eg. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 3 September 2017

Interviews are planned for: 26 & 27 September 2017

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University of Essex Campus Services Limited (UECS) is a wholly owned company of the University of Essex. Please note that this post is being advertised by the University on behalf of UECS and some aspects of the information provided on the University recruitment website will not apply to this appointment. The Terms of Appointment relating to this post are published on the website alongside this document.

Data Protection: UECS shares recruitment data with the University of Essex who provide human resources services.

JOB DESCRIPTION – Job ref REQ00795

Job Title and Grade:	Part Time Sports Assistants, 8 positions available Grade 1 A
Contract:	Fixed-term, Part-time. These posts are fixed-term for one year to cover a short term need.
Hours:	Four positions 11 hours a week Four positions 17 hours a week
Salary:	£15,554 per annum (pro-rata for part-time) £7.85 per hour
Department/Section:	Sports Centre
Responsible to:	General Manager
Reports on a day to day basis to:	Sports/Fitness Supervisors
Responsible for:	Assisting with the day to day operations of the sports centre ensuring a high level of customer service is provided
Purpose of job:	To work within Essex Sport as part of a high performing team delivering exceptional levels of customer service

Duties of the Post:

The main duties of the post will include:

1. Supervision and preparation of sports areas, equipment and facilities, and to assist with preparation of sporting and fitness events.
2. Monitor customer use of equipment and services ensuring health and safety of members is highly evident.
3. Ensure the University of Essex Sports facilities are maintained to a high standard.
4. You will be required to provide cover in all areas of the sports centre including sports, gym and outdoor facilities.
5. You will be required to open and close the buildings.
6. Assist members with use of Essex Sport activities and facilities and encourage maximum use of the sports centre.
7. Answer any customer enquiries and ensure a high level of customer service is provided to sports centre members.
8. Ensure health and safety procedures are followed, and facility checks are completed.
9. To be able to competently use the Sport Centres leisure management system (Gladstone MRM) and to undertake reception duties when required.
10. To help promote various Sports Centre memberships and events.

11. Administer First Aid when necessary.
12. Any other duties as may be assigned from time to time by the Director of Sport or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment

For a full description of the terms of appointment for this post please visit:
<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

July 2017

PERSON SPECIFICATION

JOB TITLE: Part-Time Sports Assistants, 8 Positions

Qualifications /Training

	Essential	Desirable
▪ A recognized qualification in Sport/Recreation/Physical Education/Fitness and Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A level one coaching award	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Level 2 Gym Instructor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ An up to date First Aid at Work Certificate or equivalent	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Evidence of previous work experience in a sports and fitness related environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of health and safety relevant to sport and fitness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of stock control and cash handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of undertaking reception duties	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Good communication and interpersonal skills, both written and verbal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A desire to deliver great customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An ability to work independently and as part of a high performing team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Computer Literate	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Knowledge of computer booking systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Manage self and inspire others	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation *	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An enthusiasm and all round interest in sport and fitness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ High levels of flexibility regarding shift work including weekends	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Be able to undertake the physical aspects of the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to fulfil the requirements of a DBS Check (see general information)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that

the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link
<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

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University of Essex Campus Services Limited

Sports Centre

You can find more information about the department at the following <http://www.essex.ac.uk/sport/>

Informal enquiries may be made to Scott Tatum, Senior Sports Supervisor (telephone: 01206 872566 e-mail statum@essex.ac.uk). However, all applications must be made online.

Please specify which base working pattern you are interested in on your application form:

Sports Assistant One: Monday 12.00 to 6.00pm, Sunday 5.30pm to 10.30pm, Total 11 hours

Sports Assistant Two: Monday 5.30pm to 10.30pm, Saturday 1.00pm to 7.00pm, Total 11 hours

Sports Assistant Three: Wednesday 5.00pm to 10.30pm, Saturday 5.00pm to 10.30p, Total 11 hours

Sports Assistant Four: Friday 12.00 to 6.00pm, Saturday 5.30pm to 10.30pm, Total 11 hours

Sports Assistant Five: Tuesday 5.00pm to 10.30pm, Friday 5.00pm to 10.30pm, Sunday 12.00 to 6.00pm Total 17 hours

Sports Assistant Six: Tuesday 5.00pm to 10.30pm, Friday 5.00pm to 10.30pm, Sunday 1.00pm to 7.00pm
 Total 17 hours

Sports Assistant Seven: Monday 5.00pm to 10.30pm, Thursday 5.00pm to 10.30pm, Saturday 12.00 to 6.00pm
 Total 17 hours

Sports Assistant Eight: Wednesday 5.00pm to 10.30pm, Friday 5.00pm to 10.30pm, Sunday 4.30pm to 10.30pm
 Total 17 hours

Benefits

• competitive salaries	• training and development
• childcare facilities/vouchers	• generous holiday scheme

Campus Services will focus on 5 core principles:

1. To develop and operate the commercial facilities at the University of Essex with the highest standards of customer care and value for money to enhance the student and staff experience.
2. To collaborate with Academic Departments and Professional Services.
3. To engage actively with the local and regional community to further the reputation of the University of Essex.
4. To champion a team culture with succession planning and remuneration firmly anchored on performance.
5. To deliver annual growth in surplus for the University of Essex.

Campus Services

Created in 2010, the Campus Services directorate brings together existing staff and student commercial services, with a combined turnover of £21m and total staff of over 230 full-time equivalents. Services delivered under the Campus Services umbrella are critical to enabling the University to deliver the objectives in its strategic plan – improving the student experience, facilitating growth and improving the financial performance of the University.

Some business units within Campus Services – Event Essex, Print Essex and Wivenhoe Park Day Nursery – are part of University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex.

Accommodation Essex

Accommodation Essex contributes to a positive student experience by providing a safe and supported environment in which students can develop personally and academically. The University of Essex offers a wide range of accommodation suited to a variety of needs all within walking distance of the academic departments and campus facilities at both Southend and Colchester campuses.

You can find more information about the department at the following link
<http://www.essex.ac.uk/accommodation/>

Essex Sport

The Colchester Campus Sports Centre offers excellent indoor and outdoor facilities including the £1.4 million Evolve gym and fitness rooms. At the Southend Campus there is the Evolve Gym and a wide range of opportunities to participate in sport, exercise and health at great value for students, staff and the local community.

Wivenhoe House Hotel

Wivenhoe House is a four star country house hotel, set in parkland on campus. It is also home to the Edge Hotel School.

Essex Food

Through their many catering outlets and delivered hospitality service, Essex Food provides a professional and courteous customer led service to students, staff and visitors. The promotion of a nutritious, and value for money hospitality service, together with respect and dignity for customers and staff are the cornerstones of their business.

Event Essex

Event Essex promotes the vast range of University of Essex conference, meeting and event venues in Colchester and Southend to businesses and public sector organisations locally, regionally and nationally. The dedicated team offers an expert event planning and co-ordination service.

Print Essex

Print Essex provides a high quality design, copy and print service at competitive prices to all users, both on and off campus.

Wivenhoe Park Day Nursery

Set in the peaceful surroundings of Wivenhoe Park, the purpose built Wivenhoe Park Day Nursery offers outstanding day care to children from 3 months to 5 years, as well as holiday clubs for children from 5-11 years. Places are open to all, including the public.

everythingEssex

In 2011, Campus Services began co-ordinating official University of Essex merchandise and gifts. This exciting project included product development and improving routes to market. Merchandise is available on the **everything Essex** outlet at the Colchester campus or on-line at <http://www.essex.ac.uk/everythingessex/>

Further information on Campus Services can be found via www.essex.ac.uk/uecs.

University of Essex Campus Services Limited

The successful candidate will be employed by University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex. The company was established to manage the commercial operations at the University of Essex. The terms of employment for this role are specific to University of Essex Campus Services Ltd.

No Smoking Policy

University of Essex Campus Services Limited has a No Smoking policy.

The University of Essex – a profile

The University of Essex was founded in 1964 when it opened its doors to a cohort of just 122 students. Since then, we have grown in both reputation and size. There are now more than 10,000 students studying at three campuses - in Colchester, Southend and Loughton (East 15 Acting School). All academic activity is organised into four faculties – Humanities, Science and Health and Social Sciences.

July 2017