

# Sports Development Auxiliary

Kent Sport's Sports Development team are looking for part-time auxiliary staff to assist in the delivery of their activity timetable for the 2014-2015 academic year. We are looking for candidates with a variety of skills and attributes to meet the multi-dimensional demands involved in sports development.



## Main duties and responsibilities

- Work with the Kent Sport sports development team to deliver the sport and activity timetable for the 2014 - 2015 academic year, with a focus on events scheduled for the University's 50th anniversary year celebrations.
- Help in the promotion of sport and physical activity opportunities for students and staff at the University through a variety of different mediums.
- Establish and maintain a database of key contacts who will assist in the delivery of the sport and physical activity timetable.
- Catalogue and keep record of sporting equipment utilised by the sports development team and monitor the need for necessary maintenance to said equipment.
- Collecting data to help shape the future sports development offer.
- Liaise with internal contacts within the University where appropriate.
- Update fixtures, results and tables from the various sports competitions that the sports development team coordinates.

## Person Specification

Necessity	Skills required
Essential	<ul style="list-style-type: none"><li>• Experience of organising and/or promoting events/activities</li><li>• Strong written and verbal communication skills</li><li>• Background or interest in sport</li><li>• Excellent organisational skills</li><li>• Experience using Microsoft Office</li><li>• Experience of customer facing roles; paid and/or voluntary positions</li><li>• Good knowledge of social media</li><li>• Demonstrate the ability to work independently using your own initiative and as part of a team utilising the skills of others</li><li>• Recent graduate or currently in education</li><li>• Ability to meet deadlines</li><li>• Flexibility in the number of hours to be worked and when those hours take place</li><li>• Recognise the importance of sport for all and equal opportunities</li></ul>
Desirable	<ul style="list-style-type: none"><li>• Experience using Adobe InDesign, Photoshop and/or Illustrator</li><li>• Display creative and innovative skills</li><li>• Experience of sport at the University of Kent</li><li>• A UKCC coaching qualification</li><li>• An NGB officiating qualification</li></ul>

To apply please submit your CV to the Sports Development team by Friday 27th June:  
[sportsdevelopment@kent.ac.uk](mailto:sportsdevelopment@kent.ac.uk)

Interviews will take place on Friday 4th July.

[kent.ac.uk/sports](http://kent.ac.uk/sports)



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