



VP SPORT

WELCOME

University of Portsmouth Students' Union exists for one simple reason: to have a positive impact with EVERY Portsmouth student.

As a registered charity with a turnover of approximately £1.6m, it employs nearly 40 permanent staff and over 50 student staff, delivering a range of activities focusing on our Charitable Aims of Representation, Welfare and Development.

The organisation is led by five elected student leaders: the President, Vice President Education & Democracy, Vice President Activities, Vice President Sport, and Vice President Welfare & Community.

Those who are successfully elected by their fellow students serve full-time in their role for one academic year – either as a 'sabbatical' period (taking a break from their studies), or after completing their studies. In so doing, Sabbatical Officers receive a full salary during their time in office as employees of the Students' Union.

RESPONSIBILITIES

Every Sabbatical Officer has the same overall responsibilities that they must fulfil:

1. President or Vice President:

Acting as a leader and representative of students. This involves working closely with the University to make sure they make decisions in the best interests of students.

2. Trustee and or Director:

Sitting as a member of the Students' Union's Board of Trustees (and in the case of the President – Chairing it), which oversees the strategic direction, financial stability and legal/reputational risks of the organisation. Some Sabbatical Officers will also be required to be Directors of the Portsmouth Students' Union Trading company, overseeing agreed financial targets and future development.

In addition, each Sabbatical Officer role carries different responsibilities.

AS A PRESIDENT OR VICE PRESIDENT:

- Represent student views to the Students' Union, University and external stakeholders.
- Contribute to, and influence the University strategy, delivery and decision making both through committee activity and more informal meetings with key staff, to ensure that student interests are effectively represented.
- Act as the key Representative link for one Faculty (which will be assigned when in post.)
- Work closely with the other Sabbatical Officers on priority campaigns and activity.
- Lead and facilitate student engagement with Democratic Committees, Zones and Networks
- Provide support for and help organise student-led campaigns.
- Proactively support the Unions work to have impact with students across the Global UoP community.
- Support the relevant Have Your Say Zones and the Union Actioning Body.

AS A TRUSTEE:

- Ensure the Students' Union has a focussed strategy and is delivering against agreed aims.
- Ensure the financial stability and sustainability of the organisation.
- Ensure the organisation complies with its constitution, relevant charity law, and other pieces of legislation such as the Education Act 1994

AS VP SPORT:

- Be the primary representative for students regarding all areas of physical activity provided by the Union, the University and the communities in which UoP students study. Represent students on physical activity matters to the University and other local and national bodies
- Be the primary UPSU representative in the Sports Partnership (UPSU/University Sport and Recreation Dept/University Sport and Exercise Science School) to support in the delivery of a unified approach to sport and physical activity, in line with the Partnership's agreed principles.
- Liaise with UPSU and Sport and Recreation department in the delivery of competitive sport, including BUCS competitions, supporting the assurance that regulations are adhered to.
- Ensure the proper election, training and support of the volunteers in the Sports Executive in their work with students involved in sporting/physical activity and in their successful liaison with the Sports Partnership.
- Work to engage students in intramural, participation and performance based groups and activities within the Sports Partnership.
- Work with the department of Sport and Exercise science to encourage students to participate in co-curricular sports groups and activities outside of their academic studies, and to facilitate academic placement opportunities within Sports clubs where they are available
- Support in the delivery of projects and activity that will engage hard to reach students in physical activity; working alongside other programmes and campaigns that focus on welfare, equality and development for students in sport.
- Ensure that sports groups within UPSU have the opportunity to develop and transition to a competitive level within Sport and Recreation where relevant. Working closely with the Activities Executive Committee Physical Activity Officer, to ensure effective liaison with the Sports and Activities Executive.
- In close liaison with UPSU staff, support sporting/physical activity groups within UPSU with regards to: events planning, activity development, committee management and training, budgets, resources, equipment and facilities.
- Work with the University Sport and Recreation department in the development of the yearly budget for competitive sport, providing student feedback and input in decisions made.
- Assist as required in the organisation of the annual inter-university Varsity, Sports Awards and assist the sporting groups with Welcome week activity.
- To support in the management of the Sports Brand and to be a key partner (with Sport Partnership) in decision making with regard to team wear and leisure wear for both UPSU and University of Portsmouth.
- Share responsibility with UPSU/Sport and Recreation staff members to disseminate sports fixture results and other positive impact achieved through participation in physical activity to the student, University and wider community as appropriate.

Notes:

- In addition to responsibilities as elected officers, all Sabbatical Officers are employees of the Union:
 - All employees are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.

- All employees are individually and collectively responsible for working to the Union's values.
- The Union operates an Agile working culture which will require employees to work outside their role remit to deliver student impact projects.
- The nature of the post will, at times, require additional commitment over and above normal office hours. Payment for these hours is incorporated in the salary offered.
- This job description does not form part of your contract of employment.



Candidate's declaration

I have read the above job description and agree to undertake the role as described, and be held to account should I be successfully elected.

I understand that employment in this post is dependent upon my elected status, membership of the Union and student status at the University of Portsmouth.

Name:

Signed:

Date: