



Job Description



Summary

Job title	Sports & Events Assistant
Division	Academic Administration Division
Department	Sport
Location	University Sports Complex, Iffley Road, Oxford OX4 1EQ
Grade and salary	Grade 3: £27,534 - £28,437 per annum, pro rata (£14.51 - £14.98 per hour)
Hours	Variable hours – afternoons, evenings and weekends with term-time focus
Contract type	Fixed-term until 31/07/2026
Reporting to	Head of Sport & Physical Activity (or delegated Senior Staff member for shift)
Vacancy reference	-
Additional information	-

The role

To provide full support to ensure a safe and secure environment for users, and a great user experience, for all users, participants, officials and spectators attending sports fixtures and events. Work in accordance with all agreed safe work practices and identify and report any Health and Safety hazards.

The post is predominantly based at the Iffley Road Sports Complex, which encompasses of two sports hall, exercise studio, swimming pool, running track, gyms, dojo, squash courts, artificial hockey pitch and other sports buildings. On some occasions fixtures and events may take place at other University or external facilities, such as University Parks. The post holder will be directly responsible to the Senior Staff member on duty who will set out the day-to-day requirements of the post.



Responsibilities

Reporting to the Head of Sport & Physical Activity (or a delegated Senior Staff member) the Sports & Events Assistants' main responsibilities when on duty are:

1. Complete scheduled duties for the specific fixture(s) or events taking place during the shift, as directed by the fixture(s) or event plan and/or Senior Staff member and as per the needs of the fixture(s) or event. In most shifts, this will include the following duties: -
 - a. Setting up and taking down equipment for the sport(s) or activities that are taking place
 - b. Opening up and closing down specific facilities for the sport(s) or activities that are taking place
 - c. Setting up media equipment to enable digital content creation for the fixture(s) or event
 - d. Ensuring a welcoming environment and positive experience for participants, officials and spectators present at the fixture(s) or events
 - e. Acting as a point of contact for any issues or questions from participants, officials and spectators present at the fixture(s) or events
 - f. Providing first aid cover for participants, officials and spectators present at the fixture(s) or events, and acting as first responder for injuries and/or first aid incidents
2. Ensure the overall security and safety of customers whilst on the Sports Centre site. This includes providing first aid cover, carrying out emergency procedures when needed, regular facility and equipment checks and dynamic assessments of hazards and risks.
3. Ensure that all users, customers, University Clubs, student members, instructors, officials and spectators adhere to Health and Safety guidelines within the Sports Centre, and report any concerns to the Senior Staff member on duty.
4. Report all incidents, accidents and near misses via the IRIS system or to the Senior Staff member.
5. Ensure that the highest possible standards of cleanliness and user experience are maintained throughout the complex at all times. This includes cleaning duties when either needed or requested by the Senior Staff member, and basic peripheral cleaning/tidying duties in the areas of the centre in use for the fixture(s) or events, to ensure a high level of housekeeping standards
6. Set up, issue, return and take down sports equipment - as required for the sporting activities taking place and as directed by the scheduled duties for the fixture(s) or events and/or by the Senior Staff member on duty. Ensure that all equipment is set out, used and put away correctly and safely.
7. Set up, issue, return and take down media equipment, such as cameras, streaming devices and computer equipment - as required for the sporting activities taking place and/or as directed by the scheduled duties for the fixture(s) or events or by the Senior Staff member on duty. Ensure that all equipment is set out, used and put away correctly and safely.
8. Check the safety of equipment in areas of responsibility and report any damage or malfunction of equipment, plant or building fabric to the Senior Staff member on duty immediately after discovery.
9. Provide an efficient, comprehensive and quality service to all users relating to the activities taking place. This includes ensuring the facilities are open and ready for the fixture(s) and events to start on time and that customer service provision is maintained at a very high level through a friendly and welcoming environment and appropriate responses to queries and live issues.
10. Patrol the facilities in use for the fixture(s) or events on a regular basis to ensure security of the Department's property, check activities are running safely and equipment is being used in an appropriate manner, reporting any concerns to the Senior Staff member on duty.
11. Effectively communicate with the Senior Staff member and any other relevant staff members, using hand over diaries, emails and other forms of communications to ensure the schedule of duties is completed for each fixture(s) or event.

12. Assist with all administrative functions relating to the management of a multi-use facility, including programming, administration, organisation and communication. To include usage of computer technology to produce documents and user facing communications.
13. Ensure, along with other staff members, that adequate forward planning and programme development is undertaken.
14. Attend meetings as the representative of the Sports Department, when applicable.
15. Undertake any other duties relevant and appropriate to the post and grading which may be reasonably assigned by Senior Staff.

Special Conditions

The University Sports Department operates over an extended working day seven days a week, spread over 50 weeks of the year. Current working hours are 05:30 – 23:00 Monday to Friday, 07:00 – 20:00 Saturday and Sunday and shift patterns fill the full spectrum of these hours. Sporting fixture(s) and events will mostly take place in the afternoons, evenings and at weekends, although some weekday work may also be available. There is therefore a requirement for post holders to work varying shift patterns, evenings and weekends.

Selection criteria

Essential selection criteria

- Experience in a leisure or sports environment
- Experience delivering events or contributing to projects including events
- Current Emergency First Aid qualification or equivalent
- Ability to read, understand and adhere to risk assessments and safety guidelines for specific activities
- Ability to convey accurate and appropriate verbal and written instructions to facility users
- Flexibility to work unsocial hours
- Ability to work on own initiative

Desirable selection criteria

- Current First Aid at work qualification or equivalent
- Experience of working in a university sports or leisure environment
- Awareness of sporting rules and regulations and ability to understand queries about sports rules and regulations
- Experience working with media hardware such as cameras, tripods, tablets, mobile devices and computers for capturing content to be distributed digitally
- Awareness of sports or events related publication platforms such as ticketing, websites, streaming platforms and social media
- Experience of working with Microsoft suite and/or similar IT products

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Sports Department

Oxford University Sport delivers health and fitness activities to students, staff and the local community, supports recognised Oxford University Sports Clubs and leads the strategic direction of sport and physical activity within the Collegiate University. The sports department also manages the University sports facilities at Iffley Road Sports Centre and the sports pitches within University Parks and on Marston Road.

The health and fitness activities on offer at Iffley Road Sports Centre include running on the Sir Roger Bannister Running Track, swimming in the Rosenblatt Pool, access to multiple gyms, a wide variety for fitness classes delivered in the GLD Studio and casual bookings for racket sports including badminton, squash and outdoor tennis.

The Sports Federation, which sits within the department, is the governing body for sport at Oxford and supports Oxford University's 80+ registered sports clubs to deliver the best possible experience to their club members. Although sports clubs are independent of the University and as such can have vastly differing programmes, in most cases a sports club will include some level of casual sport, one or more inter-college competitions and several inter-university competitions culminating in a Varsity match against Cambridge University. Each sports Varsity match is part the annual Varsity series against Cambridge.

A diverse and adaptable number of sports pitches are also available at Iffley Road Sports Centre, within University Parks and at Marston Road Sports Ground. These include football, hockey, cricket, rugby union, rugby league,

lacrosse, American football, Aussie rules football and ultimate frisbee but can be adapted by our specialist grounds staff to suit the needs of University sports clubs, inter-college sports competitions and independent bookings.

For more information please visit: <http://www.sport.ox.ac.uk>

The Sports Department holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Academic Administration Division

The Academic Administration Division (AAD) is the University's group of services focused on students and learning. We provide support and information that students need to thrive in their academic and personal lives, and encourage the professional and educational development of our staff. We operate in close collaboration with colleagues in central, divisional, departmental, and college administration, as well as with academic staff and students.

The AAD's work supports the student career from pre-admission through to graduation and beyond, and promotes the development of coherent systems and services across Oxford to underpin this. We focus on:

- **Student recruitment:** Attracting the best undergraduate and postgraduate students through outreach and admissions, and advising students through the admissions process.
- **Student services:** Offering high-quality services to students once they arrive at Oxford, including counselling and disability services, sports, language courses, a careers service, and fees and funding.
- **Student administration:** Managing the University's student data, registration, examinations, and degree ceremonies, advising on visas and immigration; and developing our student systems.
- **Educational policy:** Helping to develop and implement educational policies, upholding legislation, and providing quality assurance.

We also **support academic and professional staff** and the wider Oxford community through our language, sport, and professional and educational development services.

The AAD comprises: the Careers Service, Education Policy Support, Graduate Admissions, the Language Centre, the Centre for Teaching and Learning, Student Fees and Funding, Student Registry, Student Systems, Student Welfare and Support Services, Undergraduate Admissions and Outreach, and University Sport. They are supported by two professional support functions: AAD Administration and AAD Communications.

For more information please visit: <https://academic.admin.ox.ac.uk/about/aad>

How to apply

Applications are made by submitting your CV, a Supporting Statement and two referees (and their contact details / whether we can contact them now) to andrew.taylor@sport.ox.ac.uk.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

You will be asked to submit a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University, please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

Information for priority candidates

A priority candidate is a university employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly: Andrew Taylor:

andrew.taylor@sport.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://staff.admin.ox.ac.uk/thriving-at-oxford>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>