

# Helpdesk Report: Sport and Students' Union Manager

by

Incomes Data Research

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This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

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## 1. Introduction

This report has been prepared by Incomes Data Research (IDR) and, as requested, it provides market salary data for the following role(s):

- Sport and Students' Union Manager

## 2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable 'triangulation' of the results, and thereby provide the widest possible assessment of the market for this role.

### 2.1. Market data

The tables in the following sections provide the aggregate market salary for a full-time Sport and Students' Union Manager.

#### 2.1.1. IDR data

The following tables contain data from IDR Pay Benchmarker, our online database of salary information. This data has been collected by IDR directly from employers through surveys and bespoke data collection for the IDR Pay Benchmarker service.<sup>1</sup>

#### PR/Communications Officer, public sector, job level 6

Job level	Company count	Lower quartile	Median	Upper quartile	Average
Level 6	13	£30,581	£32,797	£34,694	£32,825

Source: IDR Pay Benchmarker.

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<sup>1</sup> Refers to the IDR Job Level. These typically cover the following types of roles: 1 and 2, admin, support and manual roles; 3 and 4, secretarial and craft roles; 5 and 6, vocational and supervisory; 7 and 8, professional and managerial; 9, senior management; 10a and 10b, directors; 11, senior directors/chief executives.

### Trade Union Organiser

Job title	Company count	Lower quartile	Median	Upper quartile
Local Organiser	7	£36,227	£39,222	£46,450
Membership Organiser	9	£26,763	£29,722	£33,378

Source: IDR bespoke research 2021.

### 2.1.2. Other data sources

#### Exhibition/Events Officer, Rank 5

Selection criteria	Lower quartile	Median	Upper quartile
National Range	£28,899	£33,999	£39,098
Public Administration	£28,321	£33,319	£38,316
Buckinghamshire	£30,531	£35,919	£41,307

Source: Commercial survey.

### 2.1.3. Higher education data

The following table contains data from bespoke research carried out by IDR to collect salary data from ECC member universities. The research received responses from two universities with a similar role and the details are provided in the table below. Details as to the number of students at the universities have been included for reference.

#### Sport and Students' Union Manager

Job title	Minimum £pa	Maximum £pa	Comment
Student Sport Manager	£36,382	£47,419	University has 30k+ students
Students Engagement Manager	£40,927	£50,296	Sports is small aspect of the role. University has circa 20k students

Source: IDR bespoke survey.

### 3. Job advertisements

This section details current comparable vacancies from our database of advertised positions.

#### 3.1.Data and summary

##### Sport & Students' Union Manager - job advertisements

ID	Organisation	Job title	Min	Max	Region
ID566	University of East London	Events Manager	£31,620	£31,620	London
ID598	Strathclyde Students Union	Student Sport Manager	£28,756	£32,344	Scotland
ID599	University of Gloucestershire Students' Union	Student Activities Manager	£23,557	£23,557	South West

#### 3.2.Job advertisements

The following pages present the job advertisements for the above vacancies.

# Events Manager

**Salary:** £31,620

UEL Students' Union is a progressive charity that supports 15,000 students that study at the University of East London. We are based in one of the most diverse boroughs in the world and our membership proudly reflects the communities we are based in.

Our purpose is to support and empower our students by representing their views and providing a range of supportive services, events and activities to make university life the amazing experience it should be.

We are currently emerging from a period of reflection where we have heard from more than 1,000 of our students. This has helped us understand the incredible diversity of our students and their differing needs. We will now work to build a students' union that champions their aspirations and can deliver what's needed to make a difference.

We are excited about this and have invested in six new managerial posts, to give us the expertise needed.

As our Events Manager, we will want you to develop and deliver a sustainable events program that contributes to the Union's strategic objectives and supports community-building and social cohesion in the University.

With a high volume of incoming students each year, so thinking about how we welcome new members, as well as continue to support our existing members, requires an ongoing cycle of events and activities.

Our ideal mix of events would provide a range of traditional entertainments, student-led events, away days, and those that provide opportunities for personal development.

If you are excited by the opportunity to help us do things differently, empower others and build a students' union that can better support our students, then this is the role for you.

If you can operate in environments where change is constant, challenges multi-faceted and where solutions require innovative thinking, you'll thrive here.

You'll also need to be self-driven, able to operate with autonomy and be able to balance competing priorities.

Diversity is one of the defining features of life at UEL, with over 155 nationalities represented in our student body. Within Newham where we are based, over 74% of residents are from Black, Asian and Minority Ethnic communities.

As we grow our staff team, we are passionate about making our teams representative of the students we support and the communities we operate in. We therefore especially welcome applications from Black, Asian and Minority Ethnic candidates and other candidates typically underrepresented in leadership.

## Vacancy at Strathclyde Students' Union

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Student Sport Manager

Salary £ 28,756 - £32,344

**Vacancy listed** 01/07/2022

**Application deadline** 18/07/2022

Details

Would you like to come and work at the number one Union in Scotland (as voted in the recent Whatuni Student Choice awards)? Strath Union is looking for a talented Sport Manager to join our growing team at Strathclyde Students' Union and take student Sport to the next level.

We are seeking a dynamic manager to lead the operational delivery of the Sports Union and implement a sector-leading club development programme.

The post-holder will line manage the Sports Union staff team and implement a comprehensive training programme for student volunteers who lead on the delivery of sports club activities.

The individual will have good influencing and negotiating skills and be able to develop a strong working relationship with a range of partners and stakeholders, most notably Strathclyde Sport and the Sports Executive Committee. Furthermore, they will have an in-depth knowledge of the higher education sport landscape and possess excellent communication skills in a team environment. We are looking for applicants who have a positive approach, are pro-active, and thrive in a busy workplace.

If this sounds like the role for you, we look forward to receiving your application.

### Benefits

Pension Scheme, 31 days' annual leave per year plus 11 public holidays

Workplace pension scheme

### Attached documents

Title	File
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Job Description	<a href="#">Sport_Manager_Job_Description.pdf</a>
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[apply](#)



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## Student Activities Manager

University of Gloucestershire Students' Union

Cheltenham

£23,557 a year - Full-time

[Apply now](#)



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Student activities has always been a big part of the offer that UoGSU make. We have a wide range of sports clubs and societies - far more than you'd expect to find at an SU of our size. A number of our sports clubs perform at a high level in BUCS and our level of engagement in extracurricular activities has continued to grow after a period interrupted by Covid-19.

In recent years we have reshaped the team that delivers student activities at UoGSU, including making changes to the remit Full Time Officer role which sits alongside the staff team. There will be more change early on for the successful applicant as we make plans to increase capacity within the team in 2022.

We have also been working closely with partners within the University community and beyond to understand more about the culture within our sports teams and have set about identifying the positive steps we need to take to ensure our clubs deliver for all students. This role will play an important part in setting, enabling and monitoring the work we do in this area with support from a wide group of stakeholders. The successful candidate will be set clear objectives in partnership with University stakeholders to deliver positive culture change which can be felt and measured.

### **APPLICATION FORM LINKED AT BOTTOM OF ADVERT**

#### **Responsible to**

Chief Executive Officer

Main duties and responsibilities:

#### **Deliver high quality student activities**

- To develop and enact plans to increase engagement with UoGSU student groups (which may include supporting the development of new groups) paying particular attention to supporting non-traditional learners to access UoGSU
- To further the work of relevant student officers at UoGSU ensuring their objectives are integrated into the work of permanent staff and delivered with appropriate support
- To develop and deliver as appropriate training and support for student volunteers who lead clubs, societies and other student groups within UoGSU

- To ensure student leaders in clubs, societies and other student groups are supported to develop positive, inclusive cultures
- To ensure the promotion and celebration of UoGSU clubs, societies and student groups
- To set, in discussion with the CEO, annual departmental KPIs and targets, to monitor these and report as required on the work of the team
- To ensure the web presence of UoGSU clubs, societies and student groups is of a good standard and work with colleagues in other areas of UoGSU to improve this
- To be the key contact on student activities within UoGSU for University partners and others
- To be the key staff member in the development and delivery of large-scale student activity events (for example Varsity) working with colleagues in the Events team
- To support the development and sustainability of BUCS sports teams working closely with the Sports Coordinator
- To support BUCS sporting events as necessary which may involve work at other sites
- To act as the lead staff member on BUCS club transport including oversight for UoGSU owned vehicles used primarily by sports teams and societies

#### **Management responsibilities**

- To provide active leadership for staff and volunteers within the Student Activities team setting an example for others to follow
- To act as the budget holder with responsibility for ensuring the Student Activities team are performing in line with set annual budgets, reporting on variance as required and taking necessary action to deliver "on budget"
- To perform all relevant line management responsibilities including but not limited to appraisals, identifying and supporting staff development, performance management and regular 1-2-1s with all staff in the Student Activities team
- To develop the Student Activities team as required and undertake appropriate recruitment and selection exercises where necessary
- To proactively work with other staff across UoGSU to deliver SU wide projects such as student awards, Welcome and elections

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#### **Health and safety**

- To have responsibility for the safe delivery of all student activities involving UoGSU clubs, societies and student groups including but not limited to the development of risk assessment
- To provide guidance and support to student leaders to understand and mitigate risks as necessary to deliver their activities
- To liaise with relevant University colleagues as required to ensure the safe delivery of all UoGSU student activities which are delivered by clubs, societies and other student groups

#### **Department responsibilities**

- To supervise, support and develop relevant student staff

#### **General duties**

- To understand and uphold the purpose and values of the organisation and ensure that these guide and inform the work and conduct of the post holder
- To be knowledgeable of the union constitution, as it applies to this post, including any legal requirement
- To work in accordance with all SU policies and procedures, including health and safety, staffing protocols, financial procedures and the SU's equal opportunities policy
- To undertake any other duties and responsibilities commensurate with the grade of the post, properly directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed
- To attend from time to time, as required, meetings as necessary to meet the requirements of the post
- To attend all staff development days and training as required. Flexibility in working hours may be required to accommodate this
- To ensure the SU's aspirations to reduce our environmental impact are delivered, contributing positively to the department and the organisation's aims
- To contribute positively (with full day commitment) to at least two university open days and to undertake general team duties during the main annual welcome period
- To be flexible and adaptable in a changing environment, the role holder may be assigned to other areas of the students' union to meet the needs of the service. This will in turn provide development opportunities in which to broaden experience