



Placement Role Description

Placement provider:	Sport Structures
Placement provider contact details:	Kath Percival Katherine.percival@sportstructures.com

Placement Role: Sport Project Assistant

About the Role

We are a national sport consultancy and education and training provider and have been working in the sector for 19 years. We work with a range of organisations from National Sport Organisations, National Governing Bodies of Sport, Universities and community sport organisations, along with individuals who access our training. We also have a number of [landmark projects](#) that have shaped us as an organisation and we are proud to have won a number of awards over the years.

We have a strong graduate approach to staff recruitment. We are looking for a student who is eager to learn, is hardworking and can use their initiative. You will have the opportunity to work across all our service areas, but the role will focus mainly on supporting our apprenticeship team. You will support operational tasks such as enrolments, supporting curriculum reviews, coordinating recruitment applications, planning end point assessments, undertaking desk-based research, and developing case studies working with our employers and learners.

Commitment Required

We are looking for a student that can commit to a morning or afternoon (3 hours) for a period of 10 weeks. We have a flexible approach and can discuss alternatives if required.

Main Duties and Responsibilities

Sport Project Assistant

1. To support with the apprenticeship enrolment, recruitment, and end point assessment process.
2. To review and collate information for curriculum reviews to understand how curriculum is created and updated
3. To support with quality assurance sampling and administration
4. To support with tracking progress of learners who are on our apprenticeship programme
5. To develop learner and employer apprenticeship case studies which we could use digitally via our website and social media



CIMSPA
Education Partner

Higher
Education



UNIVERSITY OF
WOLVERHAMPTON



6. To undertake desk-based research to build our knowledge and understanding on particular topics and to support the development of our core services
7. To undertake other duties, as appropriate, dependant on the needs of company.



CIMSPA
Education Partner

**Higher
Education**



UNIVERSITY OF
WOLVERHAMPTON



Personal Specification

Attribute	Essential	Desirable
1. Specific Knowledge <ul style="list-style-type: none">Understanding of sports development and the UK sporting landscape		X
2. Skills and Abilities <ul style="list-style-type: none">Strong interpersonal skillsWork independently and as part of a teamWork to deadlines and prioritise workAble to use initiativeHighly motivated and enthusiastic	X X X X X	
3. Experience <ul style="list-style-type: none">Working within a teamExperience and understanding of I.T including Microsoft Office	X	X
4. Other requirements <ul style="list-style-type: none">Current University of Wolverhampton studentWillingness to be flexible with hours	X X	



CIMSPA
Education Partner

Higher
Education



UNIVERSITY OF
WOLVERHAMPTON