WLV SPORT

|  |  |
| --- | --- |
| **Placement provider:** | **University of Wolverhampton – WLV Sport** |
| **Placement provider contact details:** | **Peter Connelly**  [**P.connelly@wlv.ac.uk**](mailto:P.connelly@wlv.ac.uk)  **07540 521691** |

Placement Role: Business Support

**About the Role**

WLV Sport is looking to recruit a student who has a passion for the sport and leisure industry. We have an opportunity to gain invaluable experience in the profession from a business management, sports administration and operational delivery aspects of the business. The successful candidate will have the opportunity to gain experience in the use of Leisure management systems, financial systems, business development strategies, events planning and delivery as well as other aspects of the administration and management side of the business.

**Commitment Required**

We are looking for a student who can commit to a minimum of 60 hours from the commencement of the role up until April 2022. A commitment of approximately three hours per week would be required, however, some flexibility will be available to support the successful student.

**Main Duties and Responsibilities**

**Business Support:**

1. Develop experience of Normal Operating Procedures, Emergency Operating Procedures, Safe Systems of work, Risk Assessments and any other relevant Health and safety legislation.
2. Experience in supporting events planning, liaison with booking organisation and professional delivery of sporting events (could include attendance and support at organised events).
3. Support with reception duties including communication skill, advice, information and cash/ card handling experience.
4. An insight and experience of facility programming and bookings.
5. An insight and experience of ordering and invoicing procedures.
6. Experience of a specialised Leisure management System, financial systems and other ‘back-office’ systems and procedures.

1. Develop an understanding of revenue budget management.
2. Develop an understanding of key Performance Indicators within the business.
3. To undertake general administrative tasks and procedures as required.

**Personal Specification**

|  |  |  |
| --- | --- | --- |
| Attribute | Essential | Desirable |
| 1. **Specific Knowledge**  * ‘A’ Level qualifications or equivalent * Business or administrative skills and knowledge * An understanding of the sport and leisure industry | X | X  X |
| 1. **Skills and Abilities**  * Excellent communication skills * Quick learner and able to demonstrate initiative * Developed IT skills – particularly in the Microsoft Suite of software * Able to build good relationships with colleagues * Be highly motivated and enthusiastic | X  X  X  X  X |  |
| 1. **Experience**  * Use of IT systems and/ or software * Attention to detail and meeting deadlines * Working effectively within a team | X  X | X |
| 1. **Other requirements**  * Current University of Wolverhampton student * Willingness to be flexible with hours | X  X |  |