



NOTES

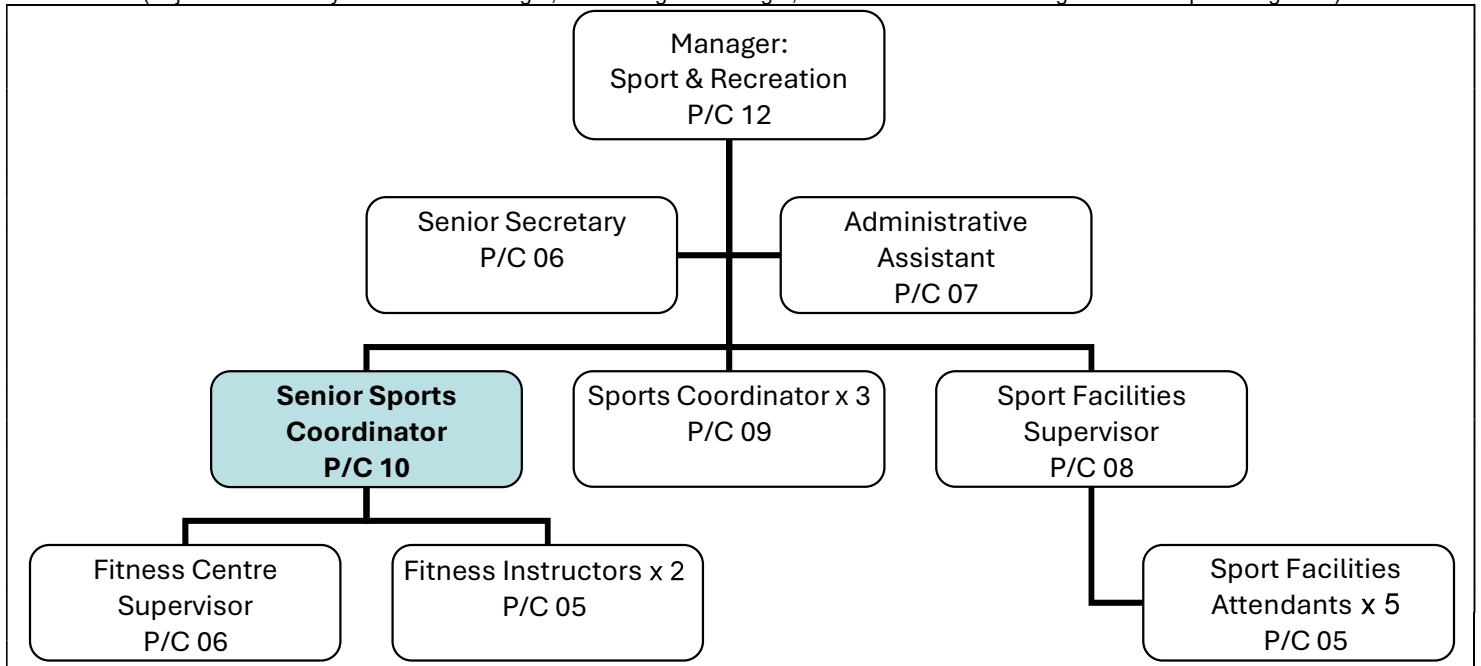
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Sports Coordinator		
Job title (HR Business Partner to provide)			
Position grade (if known)	P/C 10	Date last graded (if known)	2017
Academic faculty / PASS department	Student Affairs		
Academic department / PASS unit	Sport and Recreation		
Division / section	Student Affairs		
Date of compilation	November 2024		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is:

To provide support to the Manager: Sport and Recreation, sport clubs, student sports committees, sports council and the overall management of the Fitness Centre.

CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g. General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1 Administration, Management and Functioning of sports committees and the club in general	30	<p>Long-Term Strategic Planning</p> <p>Clubs</p> <ul style="list-style-type: none"> • Mentor clubs from an administrative and operational perspective. • Ensure clubs are correctly constituted and maintain regular communication with club committees, attending their meetings when required. • Inform clubs about Provincial and National structures they are affiliated with, including details on fixtures, tournaments, and deadlines. • Submit bona fides as required. • Engage with executive committees regarding bursary administration. <p>Fitness Centre</p> <ul style="list-style-type: none"> • Maintain high levels of customer care. • Manage the maintenance and repair of equipment. • Ensure cleanliness and hygiene of the centre. • Conduct health and safety checks on equipment and facilities and develop a risk register. 	<p>Sports Coordination</p> <ul style="list-style-type: none"> • The club is aware of long-term goals to ensure continuity. • Policies and procedures of the Sports Council and Sports Union are adhered to. • The club participates in relevant local, regional, and national events, meeting all competition fixtures and requirements. • Clubs are well-informed and kept up to date with current developments in the sports sector. • Talented sportspeople are attracted to the club. • The website is updated regularly. <p>Fitness Centre</p> <ul style="list-style-type: none"> • Ensure customer satisfaction. • All machines are operational. • Maintain awareness of and compliance with relevant legislation, codes, and policies.

2	Financial Administration	20	<ul style="list-style-type: none"> • Ensure the club manages its finances accurately, taking into account all income and expenditure. • Assist clubs with budgeting, including planning for coaching fees, affiliation fees, travel costs, etc. • Ensure clubs adhere to UCT's financial policies and procedures. • Oversee sport administration finances (SAP reports, etc.). <p style="text-align: center;">Fitness Centre</p> <ul style="list-style-type: none"> • Prepare and review budgets and work to generate income. • Purchase necessary equipment and supplies. • Maintain an up-to-date asset and inventory register. • Handle service inquiries, complaints, and emergencies effectively. 	<ul style="list-style-type: none"> • Club operates within sustainable financial stability, accounting for all sources of income against both potential and actual costs. • Clubs maintain a sound financial standing. • Appropriate equipment is purchased, and payments to service providers are made promptly. • The budget is managed in accordance with UCT financial requirements and policies.
3	Management and control of assets	10	<ul style="list-style-type: none"> • Provide regular reports on the conditions of sports facilities used. • Ensure that equipment purchased by the clubs is properly accounted for and maintained <p style="text-align: center;">Fitness Centre</p> <ul style="list-style-type: none"> • Purchase equipment and supplies; • Keep updated asset and inventory register 	<ul style="list-style-type: none"> • Ensure appropriate use and adequate control of equipment. • Maintain equipment to be safe and fully functional. • Ensure facilities meet required health and safety standards.
4	Event Management	10	<ul style="list-style-type: none"> • Manage and co-ordinate special events such as: <ul style="list-style-type: none"> - USSA - Inter-Varsity - UCT Sports Awards 	<ul style="list-style-type: none"> • All necessary event requirements are met, ensuring a successful outcome. • Adherence to national university regulations is maintained.

5	Club Liaison	5	<ul style="list-style-type: none"> • Liaise with internal departments and external stakeholders, including sponsors. • Provide guidance to clubs on policies and regulations of the federations. • Follow procedures when approaching potential sponsors. • Serve on relevant committees. • Manage relationships with sponsors effectively. 	<ul style="list-style-type: none"> • Maintain positive relationships with all stakeholders. • Ensure clubs are represented and informed of relevant committee decisions. • Hold meetings and maintain regular interactions with students, student leadership, coaches, and sports codes. • Ensure all clubs are registered with federations, USSA, and identified tournaments. • Provide clubs with necessary resources. • Support clubs during tours. • Organize a successful sports club's exhibition during the DSA Welcome Festival.
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6	People Management	20	<p>Clubs</p> <ul style="list-style-type: none"> Recruitment of coaches. Ensure sufficient budget allocation for payment of coaches Ensure compliance with HR policies. Monitor coach performance through discussions with the club committee. Provide guidance and monitor the performance of clubs. <p>Fitness Centre</p> <ul style="list-style-type: none"> Establish an appropriate staffing structure at the correct levels, in line with HR and finance policies. Take accountability for the implementation of development dialogue for staff training in the centre. Ensure compliance with employee relations matters in accordance with relevant policies and legislation. Provide necessary training, support, and development for students in sports. Recruit, train, and supervise staff, including managing the staff roster. Ensure staff are trained and follow appropriate Occupational Health and Safety procedures. Ensure staff members' first aid training is up to date. 	<ul style="list-style-type: none"> Suitable coaches are appointed within budget. Coaches meet the required qualifications, and correct HR forms are used. Duties are fulfilled, with appropriate training provided and correct procedures followed. <ul style="list-style-type: none"> Staffing conditions and contracts comply with HR policies. Forms are completed accurately and submitted on time. Development dialogues are completed as required. Staff training and development opportunities are provided and utilized. Employee relations issues are handled fairly, in accordance with policies.
7	Committees	5	<ul style="list-style-type: none"> Sit on various sports related committees internal and external 	<ul style="list-style-type: none"> Ensure that clubs are well informed and follow the necessary policies and procedures. Provide admin support to the sport council

MINIMUM REQUIREMENTS

Minimum qualifications	A 3 year relevant bachelor's degree or equivalent (NQF level 7 qualification).			
Minimum experience (type and years)	3 years management experience and sports administration experience			
Skills	<ul style="list-style-type: none"> • Sports management • Proven computer literacy in the use of MS Office and intermediate level Excel skills. • Strong numerical and analytical skills. • Ability to multi-task, prioritise work appropriately and to work independently • Excellent verbal and written communication skills coupled with sound interpersonal skills. 			
Knowledge	Sports administration Financial administration			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Drivers' License Ability to work and report on multiple budgets			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Student service and support focus	2	University Awareness	2
	Interpersonal relationship-building/ team work	2	People Management	2
	Resources Management	2		
	Communication	2		






SCOPE OF RESPONSIBILITY

Functions responsible for	Human resources, operations and facility management, financial administration
Amount and kind of supervision received	No Supervision
Amount and kind of supervision exercised	Ensure that fitness centre is in good operation order and 3 staff members direct supervision
Decisions which can be made	Planning and management of the resources, purchasing of equipment, operations of the Fitness Centre, budgeting and expenditure
Decisions which must be referred	Staff hiring, restructuring of the unit,

CONTACTS AND RELATIONSHIPS

Internal to UCT	Student and staff population, HR department, Student Housing, Properties and Services, DAD office, Student Financial Aid, Student Leadership and Governance, Student Leadership structures
External to UCT	Schools, equipment suppliers, USSA, Sport Federations

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor	Mark Bashe		X4024	14/11/2024
Area Line Manager	Vhugala Nthakheni		X5082	14/11/2024
HOD	Mark Bashe		X4024	14/11/2024
Dean / ED	Pura Mgolombane		X3535	15/11/2024
HR Business Partner	Barbara Jones		X3928	15/11/2024