

Sports Officer

Mission

The Sports Officer is focused on overseeing the running of sports clubs on campus and ensuring that sports team members gain fair representation and support from the Union and University.

Requirements: Must be an enrolled student at Swansea University and confirmed by the institution as such. Current Full-Time Officers in their first year of office are also entitled to stand for the post. You would mostly be required to work across both Bay and Singleton campuses and occasionally in Carmarthen campus.

Responsibilities of all officers	Key performance indicator(s)
Ensure a high profile is maintained with the membership to promote the work of the Full Time Officer team and of SUSU.	High awareness of and satisfaction evidenced through feedback and surveys such as NSS and State of the Union.
Support Part Time Officers' roles and campaigns.	PTOs deliver on their roles. Positive impact and change achieved.
Ensure that the Membership's views are researched and represented, regardless of personal opinion.	High satisfaction and engagement levels from membership and low levels of complaints.
Actively engage with all Union democratic meetings and report to them as relevant.	High level of attendance at Union democratic meetings; reports submitted in a timely manner.
Be mindful at all times of the overall mission and values of Swansea University Students' Union and work with colleagues to achieve the role's mission and the objectives of the Union's Strategic Plan.	Objectives achieved in the Strategic Plan.

Role specific responsibilities	Key performance indicator(s)
Lead officer for supporting, representing and overseeing the Union's sports clubs.	Good levels of knowledge and high levels of satisfaction amongst Sports teams. High take-up on club committee training.

Responsible for Sports Committee HEAR Awards.	Include the HEAR in Captains Training. Monitor and record the progress of Committee Members. Update the requirements from time to time.
Monitor university sport issues locally and nationally.	Awareness of relevant issues with the ability to comment and campaign when required.
To assist sports members in increasing the educational and recreational activities available to Swansea students; working with the University to ensure recognition of the contribution students make through activities and the importance of sport as part of the student experience.	Effective allocation of facilities. Effective communication and a good working relationship maintained with Sports Swansea.
Work closely with all clubs to ensure adequate training for club committee members.	Good level of attendance at club training events.
Ensure the Students' Union and its Sporting opportunities are represented at Open Days,	SUSU is present and visible at Open Day Sports stands. High awareness of SUSU sport opportunities among students.
Work in partnership with the University to organise sports tournaments and conferences throughout the year.	High awareness of sports tournaments and high satisfaction among members.
Work in partnership with the University to organise Varsity, including day sports and promotion.	High awareness of Varsity and high satisfaction among students.
Work in partnership with Sports Swansea to deliver the Annual Sports Swansea Awards & Ladies Day.	High awareness of awards and Ladies Day, with high satisfaction among students.
Promote good discipline amongst sports teams, including the chairing of disciplinary meetings.	Incidents are dealt with fairly and in a timely manner. High satisfaction amongst students.
Work closely with the Welfare Officer to implement healthy living campaigns.	Good uptake and reception of campaigns from the Members with high levels of involvement. Positive impact and change achieved.
Contribute to the sporting strategy of the University promoting the widening of participation in sport and the accessibility of sports facilities.	Effective allocation of facilities. High satisfaction of Membership.

Work closely with partners and the University to promote volunteering and other student activities.	Good relationship developed with Discovery and high level of student engagement in volunteering and other student activities.
Chair the Sports Forum and Committee. Monitor the expenditure of clubs and ensure a fair allocation of grants.	Meetings with clubs are regular and effective. Clubs submit their budgets for approval. There is an effective allocation of funds.
Chair and Coordinate the Sports Executive Committee.	Hold regular Executive meetings and coordinate the annual applications, shortlisting and interviews for new Sports Executives.
Attend appropriate University committees, namely – Council, Senate, Court, Student Partnership Engagement Committee (SPEC), Sport Swansea Board, Varsity Board and Sports Executive Group. Attend all other relevant meetings.	High attendance levels and input levels in committees' deliberations. Awareness of relevant issues with ability to comment and campaign when required.

Other Duties and Responsibilities

- The Sports Officer will be mindful of Health & Safety at work and Equality and Diversity legislations at all times.
- The Sports Officer will follow the Students' Union Policies & Procedures.
- The Sports Officer will follow the Students' Union Staff Protocol.
- The Sports Officer will comply with Union policy, including bilingualism.

Responsible To

The Trustees Board and Swansea University Students' Union Membership as outlined in the Articles of Governance.

As a Full-Time Officer your performance will be reviewed by the Trustees Board, Officer Responsibility Group and Audit Committee. You will also be required to adhere with the Officer Code of Conduct and provisions of the Articles of Governance & Schedules. Your terms of conditions of employment (including salary) are reviewed and considered by the Remuneration Committee.

On a day-to-day basis you will receive support and direction from Chief Executive Officer. It is noted that you will also have a close working relationship with Union Officers, Union staff members and University colleagues.

Swansea University Students' Union Trustee Board

As a Full-Time Officer, you will automatically be a Trustee of Swansea University Students' Union for the duration of your time in office.

Trustees are central and essential to effectiveness of the Students' Union. As a Trustee, you have the ultimate legal responsibility for keeping the charity solvent, focussed on its stated objectives, for directing its strategy and ensuring it stays within the law.

You may be removed as a Trustee if you fail to meet the requirements set out by the Charity Commission.

For more information about the Trustee Board and how you would fit into this, please see the document "Role and Responsibilities of an FTO Trustee".

Swansea University Trustee Board

As Sports Officer, you will automatically become a Trustee of Swansea University. You may be removed as a Trustee if you fail to meet the requirements set out by the Charity Commission.

Training and guidance will be provided by the University Governance Team.

Swyddog Chwaraeon

Nod

Mae'r Swyddog Chwaraeon yn canolbwytio ar oruchwyliau trefniadaeth cynnal y clybiau ar gampws a sicrhau bod aeloda'u'r timoedd chwaraeon yn cael cynrychiolaeth deg a chymorth gan yr Undeb a'r Brifysgol.

Gofynion: Rhaid bod yn fyfyrwr cofrestredig ym Mhrifysgol Abertawe ac wedi'i gadarnhau gan y sefydliad. Mae hefyd gan y Swyddogion Llawn-amser cyfredol hefyd yr hawl i sefyll am y swydd. Bydd gofyn i chi weithio ar Gampws y Bae a Champws Singleton yn bennaf, ac ar Gampws Caerfyddin ar adegau.

Cyfrifoldebau pob swyddog	Dangosydd(ion) perfformiad allweddol
Sicrhau bod proffil uchel yn cael ei gynnal gyda'r aelodaeth er mwyn hyrwyddo gwaith y tîm Swyddogion Llawn-amser ac UMPA.	Ymwybyddiaeth uchel o fodhad â thystiolaeth drwy adborth ac arolygon megis NSS a Chyflwr yr Undeb.
Cefnogi rolau ac ymgyrchoedd y Swyddogion Rhan-amser.	SRhA yn cyflawni eu rolau. Effaith gadarnhaol a newid wedi'i gwneud.
Sicrhau bod safbwytiau'r aelodaeth yn cael eu hymchwilio a'u cynrychioli, beth bynnag eich barn bersonol.	Lefelau uchel o fodhad ac ymgysylltiad gan aelodaeth a lefelau isel o gwynion.
Mynd ati i ymgysylltu â phob cyfarfod democraidd yr Undeb a'u hadrodd iddynt lle bo'n berthnasol.	Lefel uchel o bresenoldeb yng nghyfarfodydd democraidd yr Undeb; adroddiadau'n cael eu cyflwyno mewn da bryd.
Byddwch chi wastad yn ymwybodol o nod cyffredinol ac egwyddorion Undeb Myfyrwyr Prifysgol Abertawe a gweithio â chydweithwyr er mwyn llwyddo yn y rôl ac amcanion Cynllun Strategaeth yr Undeb.	Amcanion a gyflawnwyd yn y Cynllun Strategaeth.

Cyfrifoldebau sy'n berthnasol i'r rôl	Dangosydd(ion) perfformiad allweddol
Prif Swyddog dros gefnogaeth, cynrychiolaeth a goruchwyliad clybiau chwaraeon yr Undeb.	Lefelau da o wybodaeth a lefelau uchel o fodhad ymysg timoedd chwaraeon. Effaith gadarnhaol a newid wedi'i gwneud. Lefelau uchel o hyfforddiant pwylgorau'r clybiau.



Cyfrifol dros Wobrwyon HEAR Pwyllgorau Chwaraeon.	Cynnwys y HEAR mewn Hyfforddiant Capteniaid. Monitro a chofnodi cynydd Aelodau Pwyllgorau. Diweddu'r gofynion pan fod angen.
Monitro materion chwaraeon yn lleol ac yn genedlaethol.	Ymwybyddiaeth o faterion perthnasol gyda'r gallu i roi sylwadau ac ymgyrchu pan fydd angen.
Helpu myfyrwyr chwaraeon drwy gynyddu'r nifer o weithgareddau hamdden ac addysgiadol sydd ar gael i fyfyrwyr Abertawe; gweithio gyda'r Brifysgol i sicrhau cydnabyddiaeth o gyfraniadau trwy weithgareddau gan fyfyrwyr a phwysigrwydd chwaraeon fel rhan o brofiad myfyrwyr.	Dyraniad effeithiol o gyfleusterau. Cyfathrebiad effeithiol a pherthynas da gyda chwaraeon Abertawe.
Gweithio'n agos â'r holl glybiau i sicrhau hyfforddiant digonol i aelodau pwyllgor y clwb.	Lefelau da o bresenoldeb mewn digwyddiadau hyfforddi'r clwb.
Sicrhau bod Undeb y Myfyrwyr a'u cyfleoedd Chwaraeon yn cael eu cynrychioli mewn Diwrnodau Agored.	UMPA yn bresennol ar stondinau Chwaraeon Diwrnodau Agored. Ymwybyddiaeth uchel o gyfleoedd UMPA ymysg myfyrwyr.
Gweithio mewn partneriaeth gyda'r Brifysgol i drefnu cystadlaethau chwaraeon a chynadleddau drwy gydol y flwyddyn.	Ymwybyddiaeth uchel o'r cystadlaethau chwaraeon a lefel uchel o fodhad ymhlið yr aelodau.
Gweithio mewn partneriaeth gyda'r Brifysgol i drefnu Varsity, gan gynnwys hyrwyddo a diwrnodau chwaraeon.	Ymwybyddiaeth uchel o Varisty a lefel uchel o fodhad ymhlið myfyrwyr.
Gweithio mewn partneriaeth â Chwaraeon Abertawe ddarparu Gwobrau Blynnyddol Chwaraeon Abertawe a Diwrnod y Merched.	Ymwybyddiaeth uchel o'r gwobrwyon a Diwrnod y Mercher, gyda lefel uchel o fodhad ymhlið myfyrwyr.
Hyrwyddo disgyblaeth dda ymhlið timoedd chwaraeon, gan gynnwys cadeirio cyfarfodydd disgyblu.	Ymdrin â digwyddiadau yn deg ac mewn modd amserol. Lefel uchel o fodhad ymhlið myfyrwyr.
Gweithio'n agos â'r Swyddog Lles i weithredu ymgyrchoedd byw'n iach.	Defnydd da a derbyniad o ymgyrchoedd gan aelodau gyda lefelau uchel o gyfranogiad. Effaith gadarnhaol a newid wedi'i gwneud.
Cyfrannu at strategaeth chwaraeon y brifysgol wrth hyrwyddo cyfranogaeth o fewn chwaraeon a hygyrchedd cyfleusterau chwaraeon.	Dyranid Effeithiol o gyfleusterau. Lefelau bodlonrwydd uchel gan yr aelodaeth.

Gweithio'n agos â phartneriaid a'r Brifysgol i hyrwyddo cyfleoedd gwirfoddoli a gweithgareddau myfyrwyr eraill.	Datblygu perthynas da â Discovery a lefel uchel o ymgysylltiad â myfyrwyr sy'n gwirfoddoli a gweithgareddau myfyrwyr eraill.
Cadeirio Fform a'r Pwyllgor chwaraeon. Monitro gwariant y clybiau a sicrhau dyraniad teg o grantiau.	Cwrdd â chybria yn aml ac yn effeithiol. Clybiau i gyflwyno eu cyllidebau ar gyfer arddeliad. Dyraniad effeithiol o arian.
Cadeirio a Chydlyn Pwyllgor Gweithredol Chwaraeon.	Cynnal cyfarfodydd Gweithredol rheolaidd a chydlyn'r ceisiadau a chyfweliadau ar gyfer aelodau newydd y Pwyllgor Chwaraeon yn flynyddol.
Mynychu pwylgorau Prifysgol sydd yn briodol, sef – Cyngor, Senedd, Llys, Pwyllgor Partneriaethau Ymgysylltu Myfyrwyr (SPEC), Bwrdd Chwaraeon Abertawe, Bwrdd Varsity, a grŵp Gweithredol Chwaraeon. Mynychu'r holl gyfarfodydd perthnasol eraill.	Lefelau uchel o bresenoldeb a mewnbwn mewn trafodaethau'r pwylgorau. Ymwybyddiaeth o faterion perthnasol gyda'r gallu i roi sylwadau ac ymgyrchu pan bod angen.

Cyfrifoldebau a Dyletswyddau Eraill

- Bydd y Swyddog Cymdeithasau a Gwasanaethau wastad yn ymwybodol o ddeddfwriaethau lechyd & Diogelwch a Chydraddoldeb ac Amrywiaeth yn y gwaith.
- Bydd y Swyddog Cymdeithasau a Gwasanaethau yn dilyn Polisiau a Gweithdrefnau Undeb y Myfyrwyr.
- Bydd y Swyddog Cymdeithasau a Gwasanaethau yn dilyn Protocol Staff Undeb y Myfyrwyr.
- Bydd y Swyddog Cymdeithasau a Gwasanaethau yn cydymffurfio â pholisi'r Undeb, gan gynnwys dwyieithrwydd.

Yn Gyfrifol i:

Bwrdd Ymddiriedolwyr Aelodaeth Undeb Myfyrwyr Prifysgol Abertawe fel yr amlinellwyd yn yr Erthyglau Llywodraethu.

Fel Swyddog Llawn-amser bydd eich perfformiad yn cael eu hadolygu gan Fwrdd yr Ymddiriedolwyr, Grŵp Cyfrifoldeb y Swyddogion a'r Pwyllgor Archwilio. Hefyd, bydd gofyn i chi cadw at God Ymddygiad y Swyddogion a Darpariaethau'r Erthyglau Llywodraethu ac

Amserlenni. Mae telerau ac amodau eich cyflogaeth (gan gynnwys cyflog) yn cael eu hadolygu a'u hystyried gan y Pwyllgor Cydnabyddiaeth.

O ddydd i ddydd byddwch yn derbyn cefnogaeth ac arweiniad gan staff gwasanaeth Aelodaeth a Rheolwr Cyffredinol yr Undeb. Hefyd nodir y bydd gennych berthynas weithiol agos at Swyddogion yr Undeb, aelodau staff yr Undeb a chydweithwyr y Brifysgol.

Bwrdd Ymddiriedolwyr Undeb Myfyrwyr Prifysgol Abertawe

Fel Swyddog Llawn-amser, byddwch chi'n Ymddiriedolwr o Undeb Myfyrwyr Prifysgol Abertawe am gyfnod eich amser yn y rôl.

Mae Ymddiriedolwyr yn ganolog ac yn hanfodol wrth sicrhau effeithiolrwydd Undeb y Myfyrwyr. Fel Ymddiriedolwr, bydd gennych chi'r cyfrifoldeb cyfreithlon pennaf dros gadw'r elusen yn ddiddyled, yn canolbwytio ar ei hamcanion a nodwyd, dros arwain ei strategaeth a sicrhau ei bod yn cadw o fewn y gyfraith.

Gallech chi gael eich tynnu fel Ymddiriedolwr os ydych chi'n methu â bodloni'r gofynion a nodir gan Gomisiynydd yr Elusennau.

Am ragor o wybodaeth am y Bwrdd o Ymddiriedolwyr a sut fydd ech chi'n rhan ohono, gweler y ddogfen "Rolau a Chyfrifoldebau SLIA sy'n Ymddiriedolwr".

Bwrdd Ymddiriedolwyr y Brifysgol

Fel Llywydd, byddwch chi'n Ymddiriedolwr o Brifysgol Abertawe. Gallech chi gael eich tynnu fel Ymddiriedolwr os ydych chi'n methu â bodloni'r gofynion a nodir gan Gomisiynydd yr Elusennau.

Bydd hyfforddiant ac arweiniant yn cael eu darparu gan Dîm Llywodraethu'r Brifysgol.