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Sports Development **Coordinator**

Job Pack

Thank you for your interest in this role at the University of Gloucestershire Students' Union.

APPLYING FOR THIS ROLE

Applications are made by completing our online application form. We encourage you to save a local copy of your application for future reference. Please note – your responses will not be saved if you exit the application form before submission. We recommend you write your supporting statement elsewhere and copy this to the form at that stage.

In the supporting statement we advise that you look through the person specification in this document and draw attention to how you meet the requirements of the role.

We are seeking a candidate who can instantly contribute to the success of UOGSU and the key aspects of experience, skills, and values we are looking for are listed in the person specification. We're mindful that it is unlikely that a candidate would possess all the desired criteria and we would encourage applications from people who meet most but not all points on the list. Training and support will be available to aid development to meet the full person specification once appointed.

Returning your application

Candidates are able to arrange an informal conversation with Ella Melville-Shaw, Student Activities and Communities Manager in advance of submitting an application. To arrange an informal conversation please contact Ella via email:
emelvilleshaw@glos.ac.uk

You can submit your application via our online form or by scanning the QR code. Please note, we will not accept applications which arrive via an alternative route.



IMPORTANT DATES

Closing Date: Monday 7th July

Interview Date: Monday 21st July

Start Date: August/September 2025

Job Details

Job Title: Sports Development Coordinator

Location: Across all of the main University of Gloucestershire sites with 60% 'home' Campus of Oxstalls, Gloucester

Department: Student Communities

Reports to: Student Activities & Communities Manager

Reports: N/A

Salary: £24,260

Contract Type: Full Time, permanent

Hours: Usually between 9am and 5pm, Monday to Friday. Some flexible hours required to meet demands of the Students' Union.

Benefits: Generous leave entitlement (including closure during Christmas period), contributory pension scheme with an employer contribution, access to discount schemes.



RESTATING OUR VALUES

UoGSU is a value-driven organisation. The work we do has the power to impact the real, lived experiences of our members — and how we do it is incredibly important. To all our members and stakeholders, we promise to be:

Inclusive:

We advocate for equity. Everyone is welcome at UoG, and we've got your back — regardless of your background or identity.



Democratic:

We empower our members to be decision makers. We're student-led, with student needs at our very centre, shaping the work we do.



Courageous:

We recognise that change is often a good thing. We're willing to make brave decisions and work with our members to do things differently — and we're always honest about our limitations.



Sustainable:

We prioritise decisions that contribute positively to environmental, social and economic sustainability, for the benefit of our members, our stakeholders and the wider community. We acknowledge the interconnectedness between decisions we make and our impact on the world around us.

Strategic plan 2024-27: our three areas of focus

Our strategic activity from 2024 to 2027 is grouped into 3 areas of focus:

- 1. The core role of the SU**
- 2. Developing student communities**
- 3. Being a critical partner**

You can read our full strategy document online [here](#) and please do contact us to discuss any details about this role.

JOB INFORMATION

Main purpose of the job

Student sport is a large part of what makes UoGSU a special SU and the role of Sports Development Coordinator is central to delivering that provision. The post will be responsible for the planning, coordination, and delivery of our comprehensive BUCS sports programme for students. The post holder will be a person who is supportive, student focused and excited to increase in participation and the support offered to our sports clubs.

Responsible to Student Activities and Communities Manager.

Main duties and responsibilities

Delivery engaging sports provision

- Facilitate the organising and delivery of our BUCS sports programme.
- Arrange training facilities and fixtures for our SU, student-led sports teams.
- Ensure transport is organised for all sports clubs in the most cost effective way possible.
- Assist in risk mitigation for sports clubs, ensure up to date risk assessments are in place and health and safety guidelines are being followed.
- Effectively engage students and provide ongoing support and assistance where necessary.
- Develop mutually beneficial relationships with the University, external partners and national governing bodies to increase the quality of sports provision.
- Attend BUCS meetings as necessary and keep up to date with University Sport across the UK to support our delivery.
- Provide financial guidance to sports clubs and support where needed.
- Assist and deliver training for our student leaders of sports clubs.
- Assist in the recruitment of coaches to ensure quality of sports provision within sports clubs.
- In collaboration with SU colleagues deliver events such as Welcome, Varsity and Student Awards.

Department responsibilities

- To attend and contribute to relevant University committees and groups as required and support student leaders in these spaces by delivering briefings.
- To support and develop relevant student staff.

JOB INFORMATION

Monitoring and measuring our success

- Ensure our database of student leaders and members of our sports clubs is up to date.
- Organise regular meetings with our elected student leaders and committee members.
- Assist with coordinating and dealing with member discipline and complaints contributing to effective process development.
- Work with colleagues across the SU to monitor and evaluate participation in SU sport building interventions to increase participation from underrepresented groups.
- Ensure our sports clubs are accessible and inclusive to all participants.

General duties of all staff

- To understand and uphold the purpose and values of the organisation and ensure that these guides 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 requirements.
- 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.

PERSON SPECIFICATION

This section describes the qualities we'd like to see in the post holder- but where we can offer training for someone that excels in some of the areas, or where you can offer other qualities you think would be useful for the role, you should indicate this on your application form.

Education, qualifications and training

Essential or Desirable

Educated to an A level standard or equivalent experience

D

Experience

Essential or Desirable

Experience of developing, enhancing and delivering high quality events or activities

E

Experience of supporting students, student-led societies or similar based activity

E

Develop effective partnerships with student groups and provide operational and ongoing support

D

Experience of organising and delivering training/ workshops and coordinating activity

E

Experience of working with external partners such as national governing bodies or facilities providers

D

Knowledge and skills

Essential or Desirable

Knowledge of effective methods for increasing participation and developing inclusive sport and physical activity opportunities at club and recreational levels

D

Knowledge and skills

Essential or Desirable

Good understanding of university sports structures, including BUCS

D

Good attention to detail, strong organisational skill and ability to prioritise workload

E

Understanding of health and safety regulations within a sports environment

D

Ability to organise and deliver training/workshops and coordinating activity

E

Values and attitudes

Essential or Desirable

Desire to work within a student led environment

E

Understanding and commitment to equal opportunities, liberation and diversity

E

Desire to engage in continued professional development and improvement opportunities

E

University of Gloucestershire Students' Union

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UoGSU is a part of the National Union Of Students

UoGSU represents students from the

University of Gloucestershire

The University of Gloucestershire Students' Union is a registered Charity

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