

# Sport Development Coordinator

## Job Description

|                       |   |               |  |
|-----------------------|---|---------------|--|
| Organisation          | University of Strathclyde Students' Association |               |  |
| Reports To            | Head of Sport                                   | Grade         | 5.1  |
| Starting Salary       | £28,031   | Contract Type | Temporary (Oct 2025 – Aug 2026), subject to successful 3-month probationary period |
| FTE and Hours of Work | 1.0 FTE, 35 hours/week                          |               |  |

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*Work with University of Strathclyde Sports Union to coordinate the effective delivery of the social and recreational sport workstream, including StrathACTIVE and Intramural sport. Contribute to the wider Sports Union sports development service, supporting affiliated sports clubs through a development framework. Assist with the workforce development workstream through instrumental input into training and education opportunities, enhancing graduate employability.*

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## Job Scope

### Main duties

1. Coordinate, develop and evaluate the StrathACTIVE social sport programme, ensuring a full plan of activities that engage, widen and increase participation opportunities for student and staff communities at the University of Strathclyde.
2. Coordinate, develop and evaluate the Intra Mural recreational sport programme, through strategic planning to enhance the sporting pathway the Sports Union offers.
3. With support from line manager, lead on sourcing additional funding streams through grant applications and seeking sponsorship to aid the social and recreational sport workstream in financial sustainability.
4. Recruit and line manage a network of paid and/or volunteer sport activators deployed across StrathACTIVE and Intramural Sport sessions and events.
5. Coordinate the communication and marketing of the social and recreational sport offer including content for internal channels and wider media related opportunities where relevant. Engage and collaborate with academic faculties and professional service directorates within the University to broaden awareness of sport participation opportunities and maximise student engagement.
6. Contribute to the organisation of the Sports Union health, wellbeing, and social responsibility output by working in consultation with staff in other departments to ensure quality and innovative programmes and campaigns are in place.
7. As a coordinator contributing to the sports development framework, you will work collaboratively with fellow coordinators to divide responsibility for supporting a range of sports clubs. Each coordinator will provide tailored guidance and assistance to their

assigned clubs across key areas, including membership growth, sponsorship opportunities, financial planning, workforce development, delivery of sports activities, health and safety compliance, and overall wellbeing initiatives. This support plays a vital part in strengthening the sustainability of sports clubs affiliated to Strathclyde Sports Union.

8. Support the wider Sports Union staff team to build a workforce development framework and recognition system that raises the profile of student volunteering and employability skills for students operating across the sport programme. Contribute to the volunteer training and education workstream by supporting the annual Committee Training Day, as well as general organisation of training and education workshops for clubs and volunteers.
9. Support the development of the University of Strathclyde outreach programme facilitating a mechanism by which student sport volunteers can be deployed to community engagement opportunities across a range of partner organisations, including schools, local authority and national governing body programmes.
10. Oversee the contracting of services, payment and development of allocated part time sport coaches, linking with relevant club committee groups and other staff to evolve coaching structures. Administer the annual coach registration process to ensure details of all individuals (i.e. qualifications, insurance, safeguarding checks etc.) are authorised and added to a central database.
11. Represent the Sports Union on relevant matters, committee or forums, pertaining to the student sport programme, enhancing the standard and reputation of the organisation. Contribute to the wider operating plan for sport by taking a leading or support role in the planning, promotion, administration and logistics for other key events such as Freshers Events, Glasgow Taxis Cup, Sports Ball, and Committee Training Day.
12. Support the culture and operating practices within the Sports Union office, operating in accordance with Strath Union and University of Strathclyde policies and guidelines at all times.
13. Help deal with and respond to routine enquiries from students or sports club members, providing high standards of customer care.
14. Undertake any other tasks commensurate with the level of appointment that may from time to time be reasonably requested, such as attend evening meetings relating to Sports Union business.
15. The post holder will be expected to work collaboratively with colleagues across the Union, University, and external organisations in supporting non-standard activity commensurate with the role grade.

### **Planning and Workload Management**

1. Planning and prioritisation of own workstream should be managed on a weekly basis around the role activity. Regular meetings with the line manager will be set to agree priorities (monthly) and continually find efficient and practical ways of working.
2. Sports Union core business is planned for and mapped out during the summer months out with the season to allow for a more operational flow of work term time.
3. Liaising with other Strath Union and/or Strathclyde Sport departmental staff in the planning and organisation of campaigns and events.
4. Planning and coordinating training and education workshops for student volunteers, to ensure they have the necessary knowledge and skills to undertake leadership roles.

5. The post-holder will be prepared to remain flexible to unexpected events, non-regular workload is generated through activities of student representatives within the Sports Union, or under direction from the Student Executive team.

#### **Decision Making**

1. Autonomous decision-making is expected in relation to own workstream, with any more complex decisions or decisions out with own workstream requiring approval from the Sports Union team and/or line manager.
2. The post-holder will act with a degree of autonomy; however, proposals and actions may require the authority of management to receive funding and/or enactment.

## Person Specification

| <b>Educational and/or Professional Qualifications</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| HNC/D in a relevant subject area or substantial relevant experience  | ✓                |                  |
| National Governing Body sport coaching award (e.g. UKCC or equivalent)   |                  | ✓                |
| Other relevant vocational qualification aligned with job role and remit (e.g. First Aid)   |                  | ✓                |
| <b>Knowledge &amp; Experience</b>  |                  |                  |
| Two years' experience working in sport development (paid or voluntary)   | ✓                |                  |
| Up to date knowledge of club and coach development opportunities in a comparable working environment   | ✓                |                  |
| Experience of recruiting and coordinating volunteers in a sport environment  | ✓                |                  |
| Practical experience of planning and delivering sport events   | ✓                |                  |
| Experience of financial/budgetary management and control to suit the level of the post   |                  | ✓                |
| Experience of operating within a student sport environment   |                  | ✓                |
| Experience of working in or with Students' Unions and an understanding of their role in the Higher Education sector  |                  | ✓                |
| <b>Job Related Skills</b>  |                  |                  |
| Proven ability to manage multiple projects coupled with excellent organisational and planning skills to prioritise workload, multi-task and meet deadlines | ✓                |                  |
| Strong focus on the provision of excellent customer service  | ✓                |                  |
| Demonstrable ability to be creative and solve problems, with experience of contributing to the development and improvement of systems and procedures       | ✓                |                  |
| Excellent written and oral communication skills, and proficiency with IT including Microsoft Office software   | ✓                |                  |
| A strong understanding of the role of social media in promoting projects and events  |                  | ✓                |
| Ability to employ content management systems for websites and CRM systems  |                  | ✓                |
| <b>Personal Qualities</b>  |                  |                  |
| Empathy with students and volunteers and an understanding of their needs   | ✓                |                  |
| A positive, student-centred approach   | ✓                |                  |
| Ability to demonstrate good networking skills  | ✓                |                  |
| Reliable and trustworthy   | ✓                |                  |
| Team focused and self-motivated  | ✓                |                  |
| An interest in University sport and physical activity  |                  | ✓                |

## **Application Procedure**

Applicants are required to submit a CV and cover letter detailing the knowledge, skills, and experience you think makes you the right candidate for the job. Shortlisted candidates will be invited to an in-person interview at Strath Union.

## **Other Information**

Students' Unions are a specialised area within Higher Education and the third sector where student Executive Officers are elected annually. As a result, this presents various exciting opportunities and challenges.

The post holder will be a member of staff who will at all times be expected to portray a positive image of the Union, both internally and externally, and to set high standards of personal integrity and professionalism, leading by personal example.

- The role is subject to a 3-month probationary period.
- 31 days annual leave per year plus 11 public holidays subject to pro rata as necessary.
- The successful applicant will be eligible to join the relevant workplace pensions scheme as determined by their starting grade.
- This role may be suitable for some remote working, but there will be a requirement for on-campus working on a regular and permanent basis.