



Job Pack

Sports

Development

Coordinator

Chief Executive's Introduction

Dear applicant,

I am delighted that you are interested in applying for the role of Sports Development Coordinator at Students' Union UCL and I am pleased to be able to provide you with further details about the role.

Students' Union UCL is an inspiring organisation that is committed to providing a fantastic experience to the 48,000+ students at UCL. We aim to give students a transformative experience whilst studying at the University, supporting them to navigate the challenges of university life and empowering them to be exceptional leaders in their future lives and careers.

We're at an important part of our history, after a period of significant growth and renewal. We have an exciting vision to become one of the best student organisations in the world. In recent years, we have:

- Significantly increased support for our over 350 student clubs and societies, now providing the largest student activities and development programme in the UK with 20,000 active student members.
- Rejuvenated our democratic structures, including holding the largest student elections in the UK in each of the last three years.
- Been awarded Silver for Investors in People, with the Union described as a dynamic and fun place to work.
- Established one of the strongest student volunteering programmes in the UK with over 2,000 students volunteering in the local community each year.
- Expanded the work of our independent student Advice Service – supporting more vulnerable students than ever before.
- Improved the operation of our cafés, bars and gym to provide a higher quality of service and greater profitability to fund student services.
- Securing a multi-million-pound investment to enhance co- and extra-curricular activities as part of UCL's new Student Life Strategy.

You can read about our work over the past year here: [Impact Report 2023](#).

We hope you will be interested in joining us and supporting the next phase of our exciting growth and development.

Best wishes,
John Dubber
Chief Executive



About the Students' Union

Students' Union UCL is an organisation that exists to make more happen. We are the representative body for University College London's (UCL) students, one of the most diverse student communities in the world. UCL students have the potential to do anything, and the Union plays an essential role in helping them to achieve things they may have never thought possible. As a charity we employ over 90 career staff and deliver a wide range of services and representative functions for students. We work in partnership with UCL towards a fantastic experience for all of our 48,000 students and to ensure that university life enables them to develop the skills, experience and confidence to become the leaders of the future.

Our vision is of an outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Services

Students' Union UCL is one of the largest student organisations in the UK. It is a charity with over 48,000 student members. It employs around 300 staff and has an annual turnover of more than £10.5m.

It provides a wide range of services including:

- Providing an extensive extracurricular activities programme, with over 350 clubs and societies – with 20,000 members – including all sport, music and performing arts provision at UCL.
- Major events to build student communities and celebrate the culture of student groups across the university.
- One of the largest student volunteering services in the UK, with 2,000 students contributing over 60,000 volunteering hours each year to projects across London.
- Six cafés, four bars, one merchandise shop, a gym, and two convenience stores.
- Support to over 2,000 elected student representatives across all university departments.
- An Advice Service supporting students to deal with housing, financial, academic, and employment issues.
- Fitness centre and 100-acre sportsground.
- Student media and radio station.
- Support to student representation, networks and campaigning groups.
- Student Job Shop.



Job Description

Job Title: **Sports Development Coordinator**

Reports to: **Sports Development Manager (Clubs and Performance)**

Grade: **6**

Purpose of the Job

The Sport and Physical Activity Department exists to provide the UCL community with a diverse range of opportunities to take part in sport and physical activity. From running TeamUCL; a sporting community of 75 clubs providing playing opportunities from beginners through to elite athletes, to delivering Project Active, and operating Bloomsbury Fitness; our campus gym.

Duties and Responsibilities

Sports Development

- To support the delivery of the Club Development programme for TeamUCL
- To provide support and guidance for student leaders, enabling them to run their clubs effectively
- To design and deliver high quality training for sports club committee members
- To work to upskill students as volunteers, coaches and officials to support the running of their club activity
- To proactively assist sports clubs in developing sports participation opportunities and performance pathways for identified target groups through development planning
- To work to establish new clubs for sports within the British Universities & Colleges Sport (BUCS) programme, where we have no current provision
- To support the implementation and development of the TeamUCL Focus Sport project
- To support the delivery and development of the TeamUCL sports leagues

Performance Sport

- To support the delivery TeamUCL Elite Athlete and Team Performance Programmes
- To work to maximise TeamUCL's performance in BUCS leagues, competition and events
- To support our engagement with the Talented Athlete Scholarship Scheme (TASS) programme delivery
- To work to support the implementation of a new streaming project, raising the visibility of our sporting programme
- To support the Club Development Manager (Community and Workforce) to embed high quality coaching provision within all TeamUCL clubs

Continued overleaf

Events Management

- To play a key role in delivering the annual London Varsity Series
- To support the development and delivery of the annual Mandy Walker Alumni Games
- To collaborate to deliver the annual colours and awards process and TeamUCL Ball
- To support the delivery of departmental mass participation events
- To work with colleagues to support the successful delivery of the annual TeamUCL Takeover, Get Active Fair, Welcome Fair and Open Days
- To ensure events are professionally run, ambitious, innovative, inclusive and successfully delivered

Staff Coordination and Relationship Management

- As required, to recruit, train and supervise casual/student staff
- To supervise any voluntary / contracted student sport activators roles within Team UCL sport clubs
- To work closely to support our Sports Clubs and Activities Zone, developing positive working relationships with student committee members and elected officers
- To represent UCL within the relevant BUCS and LUSL networks
- To work to maintain and develop positive relationships with relevant health and sports professionals, activity facilitators and National Governing Bodies.
- To oversee the day to day relationship with the TeamUCL Kit supplier and coordinate all kit orders

Marketing and Communications

- To play a key role in the development of TeamUCL marketing plans and initiatives in conjunction with the Sports Development Manager (Club and Performance) and the Marketing Department
- To coordinate the annual marketing and communication plan and content calendar for TeamUCL
- To drive the visibility of the TeamUCL brand, raising awareness amongst internal & external stakeholders
- To write high quality content and copy for relevant communications, publications and webpages
- To work alongside the Sports Administrator contribute to TeamUCL social media accounts, delivering regular, engaging content

Reporting and Analysis

- To produce high quality activity reports as required
- Conduct regular stakeholder engagement exercises to garner feedback, ensure quality of activity and inform future programme activity
- Produce statistics, analysis, data and information for departmental and organisational reporting

General Duties

- Respond to enquiries from students, UCL and Union colleagues and others in a friendly, effective and efficient manner
- Work within the Union's financial procedures and departmental budgets
- Co-operate with and support the Union's other activities and undertake such duties within the general framework of the post as may from time to time be required
- Maintain an awareness and observation of organisational fire and health and safety regulations
- To actively follow and promote UCL Equal Opportunities and Diversity policies
- To maintain an awareness and observation of fire and Health and Safety Law and Regulations

Continued overleaf

- To commit to reducing the Union's environmental impact and promote environmental and ethical good practice in line with the Union policy
- To attend appropriate meetings as and when required by the Union
- To carry out any other duties commensurate with the grade and purpose of the post

This job description reflects the present requirements of the post and as duties and responsibilities change/develop the job description will be reviewed and be subject to amendments in consultation with the Sports Development Manager.

The post holder is expected to be flexible in their hours of work as the position, from time to time, entails attendance during evenings and weekends.

Person Specification

	Essential	Desirable	Tested at Interview	Tested at Application
Qualifications				
A level/NVQ3 standard or equivalent	X		X	X
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A level/NVQ3 standard or equivalent		X	X	X
Talented Athlete Support in Transitions and Education (TASTE) trained		X	X	X
Knowledge				
A comprehensive understanding of the UK sporting sector	X		X	X
A knowledge of the motivations behind, and barriers that exist to, student sporting participation	X		X	X
A clear understanding of British Universities and Colleges Sport (BUCS) and London Universities Sport Leagues (LUSL)	X		X	X
Experience				
Significant experience of sports development	X		X	X
Experience of supporting the delivery of large scale sporting events	X		X	X
Experience of supporting clubs or athletes within a high performance sport setting	X		X	X
Experience of risk assessing activity	X		X	X
Proven ability to develop and run communications and marketing campaigns	X		X	X
Experience of working with and motivating volunteers	X		X	X
Experience of working in a membership-led organisation		X	X	X
Experience of running a sports club		X	X	X
Skills				
The ability to design and deliver training, to a variety of audiences	X		X	X
A proven ability to work as part of a team	X		X	X
Ability to analyse statistics, data and to produce high quality reports	X		X	X
Proven ability to manage own day to day workload and meet deadlines	X		X	X

Person Specification CONT.

	Essential	Desirable	Tested at Interview	Tested at Application
Strong customer service, stakeholder engagement skills and the ability to work with a diverse range of people	X		X	X
A pro-active and innovative approach to problem solving	X		X	X
Ability to deal with unscheduled callers and work in a busy environment	X		X	X
Values, attitudes and personal style				
Someone who is friendly, approachable and professional	X		X	X
A leader on equality of opportunity who values diversity and removes barriers to equality	X		X	X
Someone who is passionate about university sport	X		X	X
Commitment to working in a democratic and student led environment	X		X	X
Dedicated to achieving a sustainable union	X		X	X

Our Vision

An outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Mission

We build a vibrant and empowered student community with real influence in UCL and beyond, that enables students to enjoy their time at university; pursue their interests and passions; see the world in new ways; and develop the skills and experience to change the world for the better.

Our Team

Our biggest resource as a Union is our dedicated staff team, who deliver a range of services, such as providing advice, securing volunteering opportunities, supporting our clubs and societies and running our cafes, bars, shops and gym. We also have a number of staff delivering professional functions such as HR, finance, communications, and systems support.

Our Strategic Themes

Our Vision and Mission will be achieved through delivering four strategic themes:

Effective Influence

Amazing Experience

Vibrant & Inclusive Community

Excellent Union

Read our current strategic plan at studentsunionucl.org/about-us.

Our Values

Community Building

- We aim to build a strong sense of community for all our students
- We want students to feel they belong and feel pride in being UCL students
- We support and encourage our diverse student communities to grow and succeed

Empowering

- We support and empower our students to develop their skills and confidence to change to the world for the better
- We help students to pursue their passions, discover new interests, and do more than they thought possible
- We provide support when students need it, helping them to access information, advice and support that enables them to overcome barriers and achieve their potential.

Inclusive

- We are a diverse and vibrant community with many different opinions, viewpoints, needs and experiences
- We value every member of our community and always try to ensure that our services enable everyone to participate in our activities and play a full role in student life
- We believe that everyone has a right to express their views and to be listened to and respected as a member of our community

Fun

- We want to make university life fun, distinctive and memorable
- We want all our students to enjoy their time at UCL and are committed to doing all we can to achieve that
- We embrace a positive, fun and inspiring working culture for our staff and officers

Democratic

- We believe in representative democracy and work to empower and support our elected officers to help them to be effective leaders of the Students' Union and ambassadors for our members
- We cherish our democratic structures and want as many students participating in them as possible
- We recognise that not everyone will always agree, so we encourage our officers to listen to a broad range of student viewpoints and seek to ensure that they consider the breadth of student opinion before taking important decisions.

Bold

- We are innovative and ambitious
- We want to be one of the best student organisations anywhere in the world
- Bold thinking is part of our DNA. We are part of a diverse, exciting city and a radical university which has welcomed imaginative thinkers and entrepreneurs

Sustainable

- We want to be the most sustainable students' union in the UK
- We want to minimise our environmental footprint in every way possible
- We want to hand the Union on to the next generation of student leaders and staff in better shape than we found it, protecting its assets and services for the future

Our Officers

Each year we ask UCL students to choose full-time Sabbatical Officers, who are elected by cross campus ballot, and serve as leaders of Students' Union UCL during their term of office. They are elected with a democratic mandate and have the goal of making positive change at the Union, UCL and beyond. In this role they serve as members of our Board of Trustees and work in partnerships with our Senior Management Team to represent students to the university and provide leadership to the Union's work.

We believe that becoming a full-time officer is one of the most impactful ways of making change happen. Officers work full-time on a special area that's important to them and represent students as members of our Board of Trustees and as members of senior university committees. They have support of full-time staff at the Union to ensure that they provide democratic leadership to our organisation. We also hold elections for a wide range of part-time voluntary roles.



Salary and Benefits

The salary range is £34,605 - £39,980 including London Allowance per annum.

The annual leave entitlement is 27 days plus 8 Bank Holidays plus 6 closure days.

Amongst the many benefits, there is enhanced pay for maternity, adoption and paternity. We also facilitate flexible working to ensure greater work life balance. These roles qualify for a generous defined benefits pension scheme with an employer contribution. [Read more on UCL's website.](#)

Further details about the benefits are available via the link: ucl.ac.uk/human-resources/working-ucl.

If you have any queries or would like to have a discussion about the role please contact:
Henry Warne, Sports Club Development Manager, at h.warne@ucl.ac.uk.



