



Job Pack

Sports

Development

Manager

Clubs and Performance

Chief Executive's Introduction

Dear applicant,

I am delighted that you are interested in applying for the role of Sports Development Manager (Clubs and Performance) 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 Manager (Clubs and Performance)**

Reports to: **Head of Sport and Physical Activity**

Grade: **7**

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

Sport and Club Development

- To manage the Club Development Programme for TeamUCL Sports Clubs
- To oversee the good financial management of sports clubs, ensuring activity is affordable and presents value for money
- To be responsible for all aspects of health and safety compliance within TeamUCL Sports Club events and activities
- To work to ensure TeamUCL is inclusive and innovative, removing barriers to participation for all UCL students
- To work closely with the Societies Programme Manager to ensure that club and society processes are effective and efficient
- To work alongside the Sports Development Manager (Community and Workforce) to oversee the training, development and accreditation of skills for students within TeamUCL Sport Clubs

Competitive and Performance Sport

- To oversee the successful delivery of our British Universities and Colleges Sport (BUCS) and London Universities Sports Leagues (LUSL) competition programme
- To deliver high quality pre-season and welcome periods equipping teams and athletes for the year ahead
- To oversee the TeamUCL Elite Athlete and High Performance Programmes
- To act as lead Dual Career Coordinator for our work with Talented Athlete Scholarship Scheme (TASS)
- To appoint and manage specialist contractors to support the delivery of performance sport as and when required

Continued overleaf

Event and Project Management

- To ensure all TeamUCL events and projects are professionally run, ambitious, innovative, inclusive and successfully delivered
- To work alongside King's College London to develop and deliver the annual London Varsity Series acting as project lead for TeamUCL
- To oversee the delivery of the annual sports colours process and TeamUCL Awards
- To work with colleagues to deliver the annual TeamUCL Takeover, Welcome Fair and Get Active Fair

Staff and Relationship Management

- To ensure that we recruit great people and induct, train, manage and develop a high performing team.
- To line manage the Sports Development Coordinators and Sports Administrator providing the guidance and support they need to succeed in their roles
- To represent UCL within the relevant BUCS and LUSL networks
- To maintain a close and effective working relationship with the Sports Development Manager (Community and Workforce) to ensure our Sports Development delivery is coherent and collaborative
- To work to support the Activities Network, developing positive working relationships with elected student representatives
- To work to maintain and develop positive relationships with relevant health and sports professionals, activity facilitators and National Governing Bodies

Marketing and Communications

- To oversee the delivery of an annual TeamUCL Communication Plan ensuring content is engaging and consistent throughout the year
- To develop marketing plans and initiatives and work in conjunction with the Marketing Department
- To drive the visibility of the TeamUCL brand, raising awareness amongst internal & external stakeholders

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.
- To write and coordinate bids for internal and external funding alongside the Head of Sport and Physical Activity

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
- To undertake any other duties commensurate with the grade, spirit and purpose of the post, as requested. 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 Head of Sport and Physical Activity

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				
Educated to degree level in sport/leisure related subject or equivalent experience	X		X	X
TASS Talented Athlete Support in Transitions and Education (TASTE) training		X	X	X
Health and Safety Management Qualification or relevant experience, e.g. NEBOSH, IOSH		X	X	X
Knowledge				
A comprehensive understanding of the UK sporting sector	X		X	X
An in-depth knowledge of university sport, and the wider HE sport and physical activity landscape	X		X	X
A knowledge of the motivations behind, and barriers that exist to, student sporting participation	X		X	X
Knowledge and understanding of the relationship between physical activity and wellbeing		X	X	X
Experience				
Significant experience of work within a sports development setting	X		X	X
A clear understanding of health and safety, with experience of writing and reviewing risk assessments and responding to incident reports	X		X	X
Experience of managing budgets, ensuring that projects across the year are delivered within agreed expenditure	X		X	X
Experience of managing and supporting staff across a range of operations	X		X	X
Experience of working with sporting national governing bodies, with the ability to access financial support and develop key initiatives where appropriate	X		X	X
Experience of working in a performance environment to support elite athletes	X		X	X
Experience of leading and managing marketing and communication plans	X		X	X

Person Specification CONT.

	Essential	Desirable	Tested at Interview	Tested at Application
Experience within the British Universities and Colleges Sport (BUCS) network		X	X	X
Experience of working in a membership-led organisation		X	X	X
Skills				
An effective communicator who is able to adapt their style based on the audience including delivery of training sessions	X		X	X
The ability to effectively manage a team to achieve organisational objectives	X		X	X
The ability to effectively manage projects, including large scale sporting events	X		X	X
Ability to analyse statistics, data and to produce high quality reports	X		X	X
Strong administrative abilities, including proficiency with typical office software packages.	X		X	X
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
Demonstrable ability to develop, implement and maintain high standards of operating procedures across a team to include customer service and health & safety procedures.	X		X	X
Values, attitudes and personal style				
Someone who is friendly, approachable and professional	X		X	X
Someone who is passionate about diversity and equal opportunities	X		X	X
Someone who is passionate about university sport	X		X	X
Demonstrable commitment and passion to working in a democratic environment		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 £42,099 - £50,585 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: Katie Sykes, Head of Sport and Physical Activity, at k.sykes@ucl.ac.uk.



INVESTORS IN PEOPLE™
We invest in people Silver

U STUDENTS' UNION UCL

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