

Job Description

Job Title: Sport Development Coordinator – Clubs

Directorate: Estates and Facilities

Grade: D

SMD2

Full time: 37 hours per week

Fixed Term until June 2026

	Duties of the role
Overall purpose of the role	To coordinate and support the club development programme to meet DMU's strategic aims of increasing participation in sport among students and assist with improving DMU's success in offering opportunities within sport for all students. This involves working with DMU's Sport Development Officer – Clubs and Sports Club committees to continue to facilitate improvement in all areas including club management, club & student development and student participation across DMUsport activity.
Main duties and responsibilities	<ul style="list-style-type: none"> • Provide specialist support to student club committees and provide an outstanding student experience for all club members; for example: <ul style="list-style-type: none"> ○ Supporting clubs on planning and achieving short term and long term Key Performance Indicators (KPIs) through club development plans. ○ Mentoring and leadership, where appropriate. ○ Facilitating DMU student's participation in relevant opportunities. ○ Complete sport club programme related administrative tasks ○ Facilitating one off club events and additional development opportunities • Administrate use of activity booking platforms and logistics, and provide reports as requested by DMUsport staff • Work in conjunction with other colleagues on the planning and delivery of the annual training programme for committee members • To support the club Development Officer – Clubs in ensuring that all activities delivered are safe and undertaken within departmental, university and national governing bodies' health and safety guideline through administration of first aid arrangements. • Support the implementation of long and short-term development plans for all DMUsport clubs and develop the implementation of DMUsport Club Development Plans. • Promote sport at DMU, both to current and prospective students, as well as the public. • Work with Sport Development Officer – Clubs to manage own project budgets effectively and undertake other administration of financial processes as and when required i.e. Transport, equipment purchase, external venue hire. • Build and maintain strong relationships with relevant colleagues, including sports clubs, leisure staff and some external stakeholders. • Support on other projects to meet the objectives of the department. • Support the work of other members of the DMU sport team. • Perform any other duties commensurate with the job grade as reasonably required from time to time.

	Duties of the role
	<ul style="list-style-type: none">• Treat all DMU staff, students, contractors and visitors with dignity and respect.• Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications	Relevant sports degree or equivalent work experience		Desirable	x			x
	Two A Levels in relevant subject or equivalent	Essential		x			x
Experience	Experience of planning, delivering and monitoring sport club development programmes	Essential		x	x		
	Experience of recruiting, retaining and managing student sport volunteers		Desirable	x	x		
	Experience of establishing and maintaining relations with key stakeholders	Essential		x	x		
	Experience of developing and delivering workshops or training sessions for young people		Desirable	x	x	x	
	Experience of working in sport within HE or with young people		Desirable	x	x	x	
	Experience of financial and/or budgetary reporting	Essential		x	x		
	Experience in Health & Safety, including writing Risk Assessments in a sporting context.		Desirable	x	x		
Knowledge	Knowledge of NGB student programmes and initiatives		Desirable	x	x	x	
	Knowledge of other national sports organisations and/or competition structures nationally and regionally	Essential		x	x	x	
	Understanding of sport development principles, specifically in relation to increasing participation	Essential		x	x	x	
	Ability to provide succinct reports and briefings on proposed projects	Essential		x			

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Ability to communicate well with people with different perspectives and knowledge both orally and in writing	Essential		X	x		
	Ability to maintain excellent administrative systems & strong organisational skills	Essential		x	x		
	Ability to create and develop networks	Essential		x	x		
Skills	Able to work pro-actively and on own initiative, often to tight deadlines and within defined budgets	Essential		x	x		
	Capacity to collect and collate information and data, identifying gaps, patterns and trends	Essential		x	x		
	Ability to use Microsoft Office, email and the internet	Essential		x	x	x	
	Empathy in dealing with students/customers	Essential			x		
Additional Requirements	Commitment to observe the university's Equal Opportunities policy	Essential		x	x		
	Willingness to work flexible hours as and when required	Essential		x	x		
	Weekend working may be a requirement of this post for University Open Days and Welcome Weekend.	Essential		x	x		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**