

Job Description

Sports Coordinator

Estates and Facilities

Grade: D

Role profile: SMD2

Full time

	Duties of the role
Overall purpose of the role	The purpose of this role is to establish and deliver DMU campus league activity and contribute towards campus participation in physical activity by building relationships across campus and delivering pop up and recreational events for the students.
Main duties and responsibilities	Campus Sport and Activity Delivery • Lead the planning, coordination, delivery and promotion of DMUsport campus league activity, working collaboratively with DMUsport colleagues and coordinating match officials and other resources where required. • Promote DMUsport activity through the creation of introductory sessions, pop up events and social tournaments. • Identify opportunities to broaden participation in physical activity and develop activity in response to student interests, needs and feedback. • Support the coordination and delivery of wider DMUsport events and programmes, including Sports Awards, Varsity. • Line manage the Social Sport frontrunner to ensure their development. • Ensure all activity is appropriately planned and delivered in accordance with departmental, University and relevant National Governing Body health and safety requirements. • Provide administrative support to DMUsport colleagues and contribute to the effective coordination and administration of sport and physical activity programmes. • Support the implementation and review of DMUsport processes and procedures, including those relating to student engagement

	Duties of the role
	and volunteering. Student Engagement and Partnerships • Build and maintain effective working relationships with colleagues and teams across the University and Students' Union to increase student engagement in physical activity and sport. • Collaborate with DSU societies to identify and develop opportunities for increased participation in physical activity. • Work with relevant University services, including Careers and other student-facing teams, to explore opportunities for sport and physical activity to contribute to wider student development and graduate attributes. • Provide an excellent customer-focused service when engaging with students, staff, customers, volunteers and other stakeholders. Student Voice, Data & Insight • Develop and maintain effective methods for monitoring participation, attendance and student feedback across campus sport and recreational activity. • Use student feedback and participation data to inform the development and continuous improvement of the programme, ensuring activity is responsive to student needs. • Produce accurate statistical reports and data-driven insight for senior colleagues to demonstrate participation, engagement and impact. • Maintain accurate records and provide statistical and other information as required to support DMUsport planning, reporting and decision-making. Volunteer & Workforce Development • Line manage and support the development of the Social Sport Frontrunner, providing appropriate guidance, support and opportunities for development. • Provide administrative and operational support to the development and delivery of training for volunteers working within DMUsport. • Support the implementation of relevant DMUsport policies, processes and procedures relating to student sport, volunteering and activity delivery. • Support the development of a collaborative and inclusive team-

	Duties of the role
	working environment across DMUsport. The post holder is required to minimise environmental impact in the performance of the role, seek to promote environmental sustainability within area of responsibility and actively contribute to the delivery of the DMU Environmental Policy. 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

Sport Coordinator

DMU Sport

Grade: D

Full time

Role profile: SMC2

Permanent

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	T	I	D
Qualifications and Training	Two A-levels including GCSE Maths & English C or above or equivalent.	Essential		x			x
	Educated to Degree level or equivalent		Desirable	x			x
Previous work experience	Experience of coordinating and delivering sport, physical activity, recreational activity. Experience of working successfully as part of a team Demonstrable experience of working successfully in a customer-focused environment Previous experience of working in a busy office with varying and often unpredictable workloads	Essential		x	X	x	
	Experience of the Higher Education sector Previous experience of working with university students Experience of supporting or supervising staff, volunteers or student workers. Experience of collecting, analysing and using participation data and feedback to inform programme development.		Desirable				
Knowledge and Skills	Good understanding of the principles of student engagement, participation and inclusive sport and physical activity. Ability to work collaboratively while also taking ownership and responsibility for areas of delivery. Strong organisational and coordination	Essential		x		x	
				x		x	
				x		x	

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	T	I	D
	skills, with the ability to manage multiple activities and priorities. Ability to use Microsoft Office, email and the internet Excellent interpersonal and customer service skills and communication skills, both oral and written Ability to work flexibly and respond quickly to situations			x	X		
			Desirable				
Personal Attributes	Proactive, adaptable and able to identify opportunities to develop and improve activity.			x			x
	Approachable and confident when working with students, colleagues and partners. Able to work effectively in a busy environment and respond positively to changing priorities.			x			x
	Committed to equality, diversity, inclusion and creating accessible opportunities for all students.			x			x
	Empathy in dealing with students						
Additional requirements	Commitment to observe the university's Equal Opportunities policy Willingness to work flexible hours as and when required This role will require working 1 evening per week to support campus league delivery. Weekend working may be a requirement of this post for University Open Days, varsity and Welcome Weekend.	Essential					

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