



# Join our team.

**Sports Development Coordinator**

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Can *you* help make student life better?



Huddersfield  
**Students'**  
**Union**



Dear Candidate,

It's great that you are interested in joining our team at Huddersfield Students' Union.

If you haven't experienced working in a students' union, you will find it an exciting and rewarding place to be. You will be part of an independent charity whose role is to ensure the 15,000+ students at the University of Huddersfield have the best experience possible.

As Sports Development Coordinator you will play an important role in supporting and developing both existing student-led sports clubs as well new ones. You will work to widen participation across the student population in sport by breaking down barriers to participation. You will need to be people focused, as building relationships with staff, external stakeholders and student committee members is key for this role.

Huddersfield Students' Union has a strategic commitment to be a diverse, inclusive and innovative organisation, in order to make student life better by creating personal connections, inclusive communities and meaningful change. We are a Mindful Employer, a Disability Confident Committed organisation, and Investors in Ethnicity. As part of the work we are doing, we are actively encouraging BAME, LGBT+, women and minority genders and disabled applicants to apply for our roles.

The following pages contain a summary of the principal terms and conditions, key dates in the recruitment process and some information about the Students' Union. Please check you have downloaded everything you need to complete your application and return it electronically.

If you would like to have an informal chat about this opportunity, please contact me at [d.levick@hud.ac.uk](mailto:d.levick@hud.ac.uk)

Good luck with your application and I look forward to meeting you.

Best wishes,

Danny Levick  
Participation Manager  
[d.levick@hud.ac.uk](mailto:d.levick@hud.ac.uk)

# Let us introduce ourselves...

To put it simply we are a charity based on campus, led by students for students; which exists to make student life better. Although we work closely with the University, we're a completely independent organisation. This means we're 100% focused on representing our members, the 15,000+ students at the University of Huddersfield.

## Our Vision.

By 2025 all Huddersfield students will agree that we help them to develop that life skills they need to make and shape their future.

They will understand the value being part of the HSU community.

## Our Mission.

Our strapline is "making student life better", which condenses our vision into one short sentence. We use this on a lot of our externally facing communications, as well as internal, to build our reputation as an organisation that students can rely on.

## Our Values.

### Inclusive.

We are inclusive because we want everyone to feel part of the HSU family, whether students or staff. We want our organisation to reflect the diversity of our members and be accessible to every Huddersfield Student.

### Empowering.

We are empowering as we want our staff and students to feel like they can try new things, be creative, innovative, and enterprising and not feel constrained by structures. We want our culture and working practices to be agile and flexible so that they are the best they can be.

### Engaging.

Being engaging is about providing opportunities to connect with each other, be supportive, have fun and provide a variety of ways to be part of the HSU community.

### Integrity.

Everything we do will be driven by integrity; we want students to see us as an organisation that is fair, ethical and honest in our work and in the way we interact with them.

## Job Description

Job Description	Sports Development Coordinator
Department	Student Activities
Responsible to	Participation Manager
Place of work	Queensgate Campus
Grade & Salary	Grade 4 (£20,594-£22,187)
Hours of work	37 hours per week

## Purpose of the post

- To be responsible for the development and delivery of student sports and physical activity at Huddersfield SU.
- To provide expertise and support to student leaders in coordinating sporting activities
- To widen participation of students in our student led sports clubs

Principle Duties	Responsibilities
Development of Student Sports	<ul style="list-style-type: none"> <li>• To be responsible for the development of student sports and physical activity across campus in collaboration with the University.</li> <li>• To promote activities to students across campus and encourage students to engage in sport and physical activity.</li> <li>• Empower, challenge and support student leaders to further their personal development</li> </ul>
Coordination of Student Sport	<ul style="list-style-type: none"> <li>• To provide expertise and support to student leaders in coordinating sporting activities including finance, membership and health and safety</li> <li>• To ensure accuracy and efficiency when coordinating student sports regarding finance, membership and Health and Safety</li> <li>• To ensure student sports are always compliant with Students' Union policies and procedures.</li> <li>• To establish and maintain relationships with external facility providers, external sports coaches, and internal University sport staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• To be responsible for the coordination of BUCS activity, including coordination of fixtures, leagues, and submission of teams.</li> <li>• To be responsible for the coordination of NGB affiliations</li> </ul>
Development of Student Leaders	<ul style="list-style-type: none"> <li>• Develop and deliver an annual training programme to student leaders</li> <li>• Promote the concept of personal development to those involved in Student Activities.</li> <li>• To develop and support the delivery of the Sport Committee, in conjunction with the Activities Officer</li> <li>• To look for and develop new and innovative ways to develop student leaders</li> </ul>
Other Duties and General Responsibilities	<ul style="list-style-type: none"> <li>• Work in a manner, which reflects the values of the organisation as shown in the Union's Constitution, policies and Strategic Plan.</li> <li>• Act in accordance with the personnel policies and procedures of the Union including Health and Safety Procedures.</li> <li>• Act always in accordance with the financial regulations of the Union as detailed in the Financial Procedures Manual.</li> <li>• Always carry out duties with due regard to the HSU Equal Opportunities Policy.</li> <li>• Undertake such other duties as may reasonably be expected.</li> <li>• Contribute to the positive image of the Union with students, University &amp; community.</li> <li>• Attend and provide reports to appropriate meetings as and when required by the Union.</li> </ul>

## Person specification

	Requirements: (E) Essential (D) Desirable	Measured by: (A) Application (P) Presentation (I) Interview (D) Documentation
<b>Qualifications, Training and Experience</b>		
Holding relevant qualification or experience	E	A/D
Experience of training, coordinating, and supporting volunteers	D	A/I
Experience of organising or coordinating sport and physical activities	E	A/I
Experience of developing and maintaining strong working relationships with key stakeholders both internally and externally	D	A/I
Experience of being part of a team working to produce clear results against set targets	E	A/I
Experience of working under pressure to meet deadlines	E	A/I
Experience of working (paid or voluntary) in a democratic environment with elected officers	D	A/I
<b>Skills, Knowledge and Ability</b>		
Understanding of participation and engagement issues in the Higher Education and/or voluntary sector(s).	D	I
Able to administer membership systems that record student participation.	D	A/I
High level of Computer literacy (standard Microsoft Office software including spreadsheets)	E	A/I
Ability to deliver excellent customer service	E	A/I
Able to engage in promotion via social media and web	E	A/I
Ability to take a constructive and co-operative approach to solving problems.	E	A/I
<b>Personal Attributes and Attitudes</b>		
Positive about working in member-led organisation and supporting elected representatives	E	I
Enthusiastic, outgoing, and ability to use initiative	E	I
Confident and engaging communicator	E	I
A commitment to the principles and practices of equality and diversity.	E	A/I
A commitment to the principles and practices of sustainability	E	A/I
Concern for and commitment to quality.	E	I
High Levels of Attention to detail.	E	A/I
A positive attitude and a flexible, proactive approach to project management.	E	A/I
Eligible to work in UK	E	D



# How do I apply? Well it's easy...

- 1.** If you've got this far, we want to hear from you! Let us know how you fit by filling in the Application form on our website. Within the form you will be able to upload your CV and Supporting Statement which should detail your skills, qualifications and experience in the areas covered by the person specification. Your supporting statement will be used in our shortlisting exercise.
- 2.** Oh, and don't forget the Equal Opportunities form! We pride ourselves on our inclusivity, filling this out really helps.
- 3.** Send us your application. Yep, that's it. Add your references and press submit!

**We look forward to hearing from you!**

