

**Job Description**

Job Title: Sport Development Coordinator

Salary: £25,956 (FTE £26,994)

Contract Type: Full Time Permanent (50 weeks per year)

Primary Location: Stirling University Campus

Reporting To: Communications & Activities Manager

Direct Reports: Sports Administrator

**Job purpose:**

As the Stirling Students’ Union Sports Development Coordinator you will plan, coordinate and deliver our comprehensive sports development programmes, in conjunction with the Sports President. You will manage and develop the Sports Administrator. You will also support Sports Union members, with particular focus but not exclusively, in the areas of Club Development, Participation, Health and Wellbeing and Finance & Funding.

**About us:**

Stirling Students’ Union is the representative student body at the University of Stirling. We are a registered charity and exist to support students getting the best degree, helping students make friends, supporting students when they need support and building skills for the future. We do this by supporting academic reps, providing volunteering opportunities, societies and sports clubs. We also offer support, employability skills, advice and opportunities to influence our sustainability work. We are proudly student led and each spring elect four full time paid students to lead our work: President, Vice President Communities, Vice President Education and Sports Union President.

**Key responsibilities:**

**Club Development**

* Strategic approach to development and delivery of BUCS, ensuring improvement and effective use of funding.
* Develop and implement a comprehensive plan (actions, targets, responsibilities and resources).
* Increase club membership and participation.
* Ensure clubs are accessible and inclusive to all participants.
* Contribute to the formulation of policy and procedures as required, in collaboration with other Coordinators.
* Design and deliver training for committee members of Sports Clubs.
* Effectively engage students and provide ongoing support and assistance where appropriate.
* Coordinate and deal with member discipline and complaints, contributing to effective process development.
* Assist in the recruitment of coaches to ensure quality of sports provision within clubs.

**Participation & Engagement**

* Work in partnership with the University to provide opportunities for students to engage in physical activity and sports.
* Work closely with the Student Sport Development Officer on participation programmes for recreational sport.
* Develop mutually beneficial relationships with external partners, (BUCS, SSS, Community Clubs and National Governing Bodies) to increase the range, and quality of sports provision and coaching services provided.
* Work with BUCS, SSS and National Governing bodies to promote volunteering opportunities.
* To monitor, evaluate and report on club activities and identify opportunities for growth.
* To be a mentor on the panel of the Tier 2 programme.

**Health, Wellbeing & Sustainability**

* Promote and evaluate student wellbeing through engagement with student sport and club activity.
* Plan and take forward projects and campaigns that aim to use physical activity and sport as a method of improving Health & Wellbeing whilst positively impacting on the student experience.
* Engage with Union, University and national campaigns and initiatives for establishing healthy and resilient student communities.
* Embed innovative practices in engaging sports members with sustainability opportunities.

**Finance & Funding**

* Working with Sports President and Finance Manager to ensure club funds are managed appropriately.
* Oversee the effective running of the Sports Union budget.
* Work with colleagues in the Union and Sports Development team to plan, monitor and report on BUCS funding.
* Responsibility for administration of funding requests for Coaches and Capital Equipment.
* In collaboration with Union colleagues deliver signature sports events such as Sports Ball.
* Work with Stakeholders on the Kit Tender process.

**Key Relationships:**

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| **Internal:**   * Sports President * Sports Administrator * Senior Management Team * Union Coordinators * Sports Club Members | **External:**   * University Sports Team * University Sports Staff * BUCS * SSS * Other University Sports Union |
| **Person Specification**   |  |  |  | | --- | --- | --- | | **Knowledge & Experience** | **Desirable** | **Essential** | | A relevant qualification or demonstrable work-based experience |  | E | | Understanding of students’ unions and sports unions |  | E | | Knowledge of sport and sporting engagement |  | E | | Experience of delivering sporting projects and activity |  | E | | Experience of working with and empowering students/young people, within students’ unions or within the voluntary sector |  | E | | Experience of designing and delivering training |  | E | | Experience of project delivery and evaluation |  | E | | Experience of financial planning/reporting |  | E | | Experience of data analysis and reporting | D |  | | Understanding of key student and Higher Education issues | D |  | | Experience of managing short, medium and long-term projects alongside competing priorities | D |  | | Evidence of continuing professional development | D |  |      |  |  |  | | --- | --- | --- | | **Attributes** | **Desirable** | **Essential** | | Ability to develop relationships and work with a wide range of people |  | E | | Strong interpersonal and communication skills |  | E | | Ability to empower, coach and motivate others |  | E | | Willingness to take initiative |  | E | | Passion for engaging students in sport |  | E | | Desire to work within an organisation with a diverse membership |  | E | | Understanding and commitment to Equality, Diversity and Inclusion |  | E | | Commitment to working in a student-led environment |  | E | | Collaborative, open minded, and curious |  | E | | Strong digital literacy |  | E |   **General**:  All Stirling Students’ Union team members are expected to comply with relevant legislation that affects the workplace; to carry out any other appropriate duties which may be considered necessary; abide by the policies and constitution of the Union and be impartial in respect of its democratic activity; ensure that any and all data is stored, accessed and used in line with relevant Data Protection Legislation.  **Notes:**  Due to the variable nature of the semester timetable, the Students Union operates annualised hours working for all employees. The annual hours for this post will be 1750. Although working hours are stated as 35 hours per week some evening and weekend work is required, which may exceed this. This is part of the contract and reflected in the grading of the post. Annual holiday entitlement is 42 days pro rata (which includes all public holidays and Students Union closed days) which equates to 283 hours.  This job description is correct as of **October 2025** and shall be updated as and when required with the appropriate body. It should not be regarded as exhaustive or exclusive and duties may change from time to time.  **Sign-off:**   |  |  | | --- | --- | | **Job Holder** | **Manager Nick Manton** | | **Signature** | **Signature** | | **Date** | **Date 9 October 2025** | | | |