Sport Development

Coordinator

£25,956 (£26,994 FTE)

50 weeks per Year

## The Post

An exciting opportunity has arisen to join the University of Stirling Students’ Union as Sports Development Coordinator to 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.

## About You

We’re looking for a talented and passionate individual to join our organisation. You’ll be driven, using your initiative to support a wide range of organisational initiatives, programmes and projects. Specific duties of the role include:

### **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**

* 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 and Varsity.
* Work with Stakeholders on the Kit Tender process.

## Why apply?

At Stirling Students’ Union every day is different. If you like variety and would like to utilise your skills and experiences to make a difference within a fast-paced environment, then this could be the job for you. With a competitive salary for the non-profit sector, there’s plenty of reasons to consider building a career with us.

**If you’re a passionate and driven individual, exciting by the opportunity to create change and make an impact as part of a dynamic organisation then we’d love to hear from you.**

**Closing date for applications: 3rd November 2025 at 9am**

**Interviews will be held: Tuesday 18th November 2025**

For further information, please visit [www.stirlingstudentsunion.com/recruitment](http://www.stirlingstudentsunion.com/recruitment) where you will find application form, job description/person spec and equality monitoring form.

To apply for the position, please return your completed application form, along with an equality monitoring form to Wendy Forbes, Union Secretary & HR [wf2@stir.ac.uk](mailto:wf2@stir.ac.uk)

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