



## **Sports Development Coordinator (Sport & Physical Activity)**

### **Applicant Information and Job Description and Person Specification**

#### **Summary**

Aston Students' Union (SU) is a membership organisation for students studying at Aston University. The SU is led by elected student officers supported by a staff team. It is an independent charity and company that exists to impact positively on the life of Aston University students. The SU provides a range of services to enhance the student experience. Services are varied and include advice and support, a student representation framework, over 100 clubs and societies, an accommodation service, headline annual events alongside much more.

#### **Job Summary**

We are looking for an enthusiastic and proactive candidate to take on the role of Sports Development Coordinator (Social & Recreational Sport), acting as a key point of contact for students engaging in sport for fun, fitness, and wellbeing. This role focuses on enhancing non-competitive sporting opportunities, increasing participation, and helping to build an inclusive and active campus community.

A large part of the role will involve coordinating and delivering weekly Sports Nights and the end-of-year Aston Olympiad tournament, while supporting casual sports sessions, taster events, and student-led initiatives. The post-holder will also support communication with student groups, manage logistics such as facility bookings and event planning, and work closely with Sport Aston and other stakeholders to promote engagement and access. Excellent communication and organisational skills will be essential, along with a passion for using sport to bring people together and improve the student experience.

#### **Principle Purpose of Job:**

The post-holder will support and develop the Union's student activities through the coordination of **social, recreational and inclusive sport**, aiming to boost participation and community engagement across campus.

#### **Work Location:**

Aston University Campus: Aston Students' Union, B4 7BX

#### **Responsible to:**

Head of Student Representation Democracy And Activities

## Equality, Diversity and Inclusivity

**Aston Students' Union is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on Race, Age, Disability, Sex, Sexual Orientation, Gender Reassignment, Religion or belief, Marriage and Civil Partnership or Pregnancy and maternity or any other protected characteristic. If you require any reasonable adjustments to assist you in the application or interview process, please get in touch to discuss your needs.**

### Main Duties and Responsibilities:

- A. Develop, oversee and promote Athletic Union club activity and intermural activity at Aston.
- B. Responsible for providing administrative support for Athletic Union sports clubs ensuring the delivery of an efficient and effective customer service to all students.
- C. Oversee the administration of the British Universities and Colleges Sports (BUCS) programme and other competitions, through the arrangement of fixtures, facility, transport and other related matters.
- D. Attend relevant BUCS/NGB/NUS meetings, conferences and training sessions.
- E. Adhere to banking procedures and assist in processing all sale transactions for all Athletic Union Clubs and Societies via the relevant systems in place.
- F. Complete and update risk assessments for all sport and physical activity.
- G. Support the allocation and administration of the Students' Union fleet of vehicles.
- H. To facilitate AGM's to oversee any democratic voting of committees.
- I. Support the coordination of events such as Welcome Fair, Athletic Union Ball, Students' Union Awards Evening and Open days.
- J. Support clubs with organising social, or fundraising and charity events, ensuring that procedures are adhered to and that students maintain their duty of care.
- K. Assist in the organisation and delivery of training for new committees.
- L. Assist students in forming new Athletic Union sports clubs.
- M. Work with the current kit provider and clubs to ensure that the appropriate playing kit/leisure wear is provided and that the kit agreement is adhered to.
- N. Ensure that equal opportunities, diversity and data protection policies are adhered to in all activities.
- O. Ensure all club activities arranged through the department adhere to relevant Health & Safety legislation and internal policies.
- P. Liaise with and develop key working relationships with the Vice President Student Activities and Sport Aston.
- Q. Act as an Executive Officer buddy to support them during their time in office.

- R. Assist in the updating of the Students' Union website by providing relevant information.

## **General Responsibilities:**

- A. Any other duties reasonably required by the Student Activities & Voice Manager or Senior Management team.
- B. Support the University with administering the Higher Education Achievement Report (HEAR) for participants, including updating data and verifying students have met the criteria.
- C. Allocate rooms/facility for student use via relevant systems in place.
- D. Support the annual Students' Union elections and By-Elections.
- E. Attend relevant meetings with the University and other stakeholders.
- F. Support the Student Activities & Voice team, Executive Officer team and wider Students' Union team.
- G. Dealing with and responding to general enquiries in the SA and Voice office.
- H. Ensuring that day to day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting any electrical faults, water leakage or other environmental concerns to the facilities or line manager etc.

## **Standards**

- A. The post holder will be expected to both professionally and personally, display a positive image of Aston SU.
- B. The post holder will be expected to uphold the values of Aston SU and demonstrate high standards of professionalism, respect for others, integrity and accountability.
- C. To actively demonstrate commitment to equality, diversity and inclusion.
- D. The post holder will be expected to abide by the Union's various policies such as the Equality and Diversity policy and the Anti Bullying and Harassment policy at all times.

## Person Specification

### Essential:

- A “can do” positive attitude to challenges.
- Good general education, typically to degree standard, including Maths and English at least to GCSE or equivalent.
- A commitment to the principles and practices of equality and diversity.
- Enjoys working within a team independently
- Is friendly and committed to providing an excellent customer experience
- Is innovative and will bring new ideas
- Has commercial awareness and can spot commercial opportunities to support the services
- Is able to demonstrate a passion for student led activity
- Has a flair for communication with excellent written skills
- Is open to working flexible hours and can be available to work at events outside of standard working hours if required on occasion e.g. Welcome Fair
- Knowledge of higher education sport activities and programmes
- Experience of developing and coordinating sport projects or services
- Committed to supporting our charitable vision and delivering high quality services to our students.

### Desirable:

- An understanding of student led organisations.
- Good working understanding of a representative and democratic environment.
- Knowledge and understanding of managing data protection.
- Demonstrable working knowledge of higher education and the issues affecting students today.
- Demonstrable experience of developing and maintaining relationships with internal and external stakeholders.
- Experience of carrying out risk assessments and monitoring health and safety
- Knowledge of National Governing Bodies of sport

## Applicant information

- Starting salary; **£27,319 – pro rata'd to £7,484.66 – £11,226.99**
- Job type: Fixed Term – 31st July 2026; Part time 10 - 15 hours per week.
- Pension; 7.5% Employer Contribution

- Free NUS Totum Card.
- If you would like to clarify any information or have an informal chat about the role, please email [s.hussain30@aston.ac.uk](mailto:s.hussain30@aston.ac.uk).
- To apply, please send a CV and covering letter to our HR, Governance and Admin Coordinator, Shadab Hussain on [s.hussain30@aston.ac.uk](mailto:s.hussain30@aston.ac.uk). The covering letter should detail how you meet the criteria required for the role.
- **Application closing date:** 12 noon on Thursday, 23<sup>rd</sup> October 2025