

A photograph of four people walking away from the camera on a paved path. From left to right: a woman in a dark blue jacket and jeans, a man in a light green hoodie and dark pants, a man in a grey hoodie with a black geometric pattern on the back and black cargo pants, and a woman in a yellow jacket and jeans. They are walking along a path next to a river, with trees and a cloudy sky in the background. A large dark green diagonal shape covers the right side of the image, containing the title text.

# Sports Development Coordinator

## Recruitment Pack



# *Welcome,*

**Thank you** for your interest in joining the team here at Kingston Students' Union (KSU), where we are on a journey to meet the needs of our diverse student body.

This job pack will give you a sense of the organisation you are interested in joining, provide you with an understanding of what the role is and outline the experiences and skills we believe the successful candidate should have.

We could be wrong about the experience and skills we think are needed and encourage you to reach out to us if you are not sure, and to apply even if you don't think you meet the full criteria!

Term time can be busy and there is lots to do for our students, but we fit in team lunches, staff socials and catch up weekly in our coffee and chat meetings to keep up to date on all the latest must-watches!

So, if you are up for the challenge, love working with students, then we'd love to hear from you. We'll save you a seat...

**Annabel Mabin**  
**Chief Executive Officer**

# About Kingston Students' Union

Kingston Students' Union (KSU) is an independent charity founded in 1947 that supports, represents and empowers over 17,500 Kingston University students. We're a democratic, membership organisation and all students at Kingston University are automatically members of the Union.

At the heart of our democratic structures are our 3 Elected Officers, current students elected each year by, and from, the student membership of the University. They take a year out of their studies (or immediately after graduating) to take on a fulltime paid staff role and to serve as trustees on our Trustee Board.

Kingston University is split over four campuses and KSU is based on the Penrhyn Road campus, where we have recently moved to a brand new agile working office space, complete with a student social space, event space, meeting rooms and student kitchen.

## **KSU is home to:**

- 3 Elected Officers to represent our member views and interests to the University
- 20 Sports Clubs and over 50 societies
- Academic and student conduct advice service
- Campaign work and other initiatives to make impactful change for students at Kingston
- Over 800 Course Reps, Faculty Reps, School Reps, Student Group Executive members
- Official seller of KSU and KU merchandise range

You can have a look at other projects that we are delivering [here on our website:](#)



# Our journey...

We have recently come out of an ambitious turnaround project and have completely transformed our organisation. We have created strong foundations and now have the exciting opportunity to reshape our services, processes and activities to meet the needs of our members. Here are the projects we have most recently completed:

- We have rewritten our organisation governance and also have new representation structures in place.
- We will be incorporating over the summer of 2025.
- We have just launched our new organisation brand and have loved sharing it with students.
- We are now operating under our new strategy and making good progress towards our strategic goals.
- We have just migrated to a brand new finance system, improving our processes.
- We have a new Employee Handbook, including a review of all our HR policies to support our talented team.
- We now have a centralised online hub for all our documents, records and projects, building a shared digital platform for our staff team.
- We are also proud of our new website, which we launched this September as part of our new brand.

As you can see, we have done a lot work, but there is still more to do and we are seeking courageous individuals who are up for coming along on the rebuilding journey with us.

We aren't perfect and there will be challenging days ahead, but the progress made and the potential to be reached means we can offer a deeply rewarding and fulfilling experience as we reshape the organisation.



## Our vision

Everything we do is designed around the diversity of our Kingston communities in order to meet their needs, whatever they may be.

## Our values

**Collaboration:** We work across our organisation to achieve the very best for students and deliver shared goals.

**Diversity:** We are proud of the diversity at Kingston University and proud to be an organisation that welcomes diversity and celebrates it amongst our staff team.

**Partnership:** We look for partnerships across the University, our members and the local community to work together for the success of our student members.

**Courageous:** We challenge ourselves to be bold and create innovative solutions. We constantly try new ways of working and strive to break the mould.

**Intentional:** We always keep sight of our purpose. We question and reflect on what we do and why we do it, keeping our Kingston communities at the heart of our work.

## Our Strategy

To find out more about our organisational priorities, please review our [Strategic Plan](#)

# Employee Benefits

- **Flexible Working (our core hours are 10am-4pm)**
- **Hybrid Working (3 days on campus)**
- **Annual Leave** - starting at 25 days a year (Pro Rata) increasing with service, plus university close days and bank holidays
- **Birthday Leave**
- **Special Occasion Leave**
- **Sick Leave**
- **Community Action Policy**
- **Enhanced Maternity & Paternity Pay and Enhanced Shared Parental Leave**
- **Employee Assistance Programme**
- **Eyecare Support** - Annual eyecare test and a £50 contribution towards glasses specific for VDU use only
- **Pension Scheme** - Defined Contribution Scheme with NEST
- **Free Tea/Coffee**
- **Free University Bus**- between campuses and local train and bus stations
- **Training and Personal Development opportunities**
- **Discounts to 1000+ brands**





# About the role of **Sports Development Coordinator**

**Reports to:** Student Communities and Events Manager

**Hours:** 35 hours per week

**Hybrid:** 3 days required on campus

**Salary:** £27,500

## **Role Overview:**

As a vital member of the Kingston Students' Union delivery team, you will work in partnership with other KSU staff members and Elected officers to deliver and support all sports related activities creating opportunities for all students, regardless of ability, to engage in a wide range of sporting activities in alignment with our strategy. You will work closely with external partners and student clubs to manage and expand KSU's sport initiatives and ensure the accessibility of inclusive sport programming.

**Work location:** Kingston Students' Union, Penrhyn Road Campus, Kingston Upon Thames, Surrey, KT1 2EE\*

\*May be required to work from other sites



# Key Responsibilities

- Coordinate all KSU sports-related activity.
- Support students in relevant sports led activity.
- To work with the Student Communities and Events Manager to deliver our annual Varsity Event.

# Stakeholder Engagement

- To work with Kingston University Health and Safety Team and Sports Team in the delivery of Varsity to ensure compliance and safety of all participants.
- To collaborate with Kingston University Sports Team on initiatives which increase student engagement.
- To work with other local institutions to create collaborative events for students to engage with.
- To seek funding opportunities from external sources and partners to deliver engagement events and opportunities for our members.
- To monitor student engagement with projects and communicate this impact to stakeholders.

# Duties & Responsibilities

- Support the governance structures for the Union's sports and related student clubs, including Union Meetings and the Annual General Meeting.
- Source and manage the booking of all facilities for clubs and recreational sessions
- Provide sports club administration to support competitions, fixtures, coaching and training.
- Recruitment of coaches for sports clubs and contract writing for all our coaches/instructors.
- Identify the training needs of club committee members and plan, deliver and review training where appropriate in conjunction with the Student Communities and Events Manager.
- Prepare club budgets and develop a sustainable funding model for sports clubs.
- Explore and develop potential opportunities for additional sports funding and partnership opportunities with the University and external contacts
- Actively engage and maintain relationships with external stakeholder organisations, including National Governing Bodies, BUCS, community sports clubs and local councils
- Coordinate audits and records of all clubs, committee members, membership, activities & equipment.
- Ensure that all clubs operate within the relevant Health and Safety legislation with respect to their activities, maintaining accurate and up to date risk assessments, including any guidelines laid down by relevant sports governing bodies.
- To manage & lead in the full delivery logistics of the British Universities & Colleges Sport [BUCS] Individual Championships and London Universities Sports League, ensuring compliance with all safety policies, rules & regulations
- Lead on the identification, planning, delivery and review of the Union's annual calendar of sporting events, involving Union and University staff where appropriate.

# Duties & Responsibilities

- Manage, support and supervise the workload, performance and objectives of student staff roles within the sports department.
- Manage the development and day to day budgetary control of the sports departments' budget.
- Monitoring and developing club performance against national and regional tables.
- Monitoring sports club coaches' performance and performance management of coaches on a term basis.
- Risk management and emergency procedures for international sports trips.
- Oversight of sponsorship agreements and contracts with external suppliers on behalf of Union sports clubs.
- Identify development opportunities for students and sports clubs to enhance club performance or physical activity opportunities for students
- Generate promotional material and publicity for student sports in line with the Union marketing strategy and brand guidelines
- Assist in the planning and delivery of wider Union activities e.g., Freshers', Elections and Awards.
- Provide appropriate support and advice to the Student Group Executive.
- Provide support to elected committee members of the Union's sports clubs via development plans and meetings to run their activities effectively in line with the Union's policy and procedures.
- Work with sports clubs to promote and develop their activities to students and investigate future opportunities for club activity and growth.
- Empower club committee members to develop and grow their club activities through development plans and committee training.
- Work with relevant staff to ensure the smooth running of student sports and adherence to best practice
- Support elected officers and relevant staff in promoting and developing student sport
- Act as a spokesperson for student sports within the Union, University and wider community



# Be part of the KSU team culture

- Uphold and demonstrating the values of the organisation in your work.
- Demonstrate a commitment to equality, diversity and foster an inclusive approach in your work in line with Union policy.
- To be enthusiastic and supportive of colleagues in your approach, identifying opportunities for collaboration.
- Aware of the environmental and sustainable impact of the Union and work within relevant policies to ensure this.
- Meet high standards of integrity, punctuality, accuracy, politeness, and professionalism.
- Demonstrate a willingness and commitment to personal development
- To ensure all areas of activity for which you work or are responsible comply with relevant legislative provisions including Health & Safety and GDPR.
- All work to be carried out in line with the Union's constitution, Bye-laws, policies and procedures.

# Person Specification

E= Essential      D= Desirable

## Qualifications

Good general education, typically to the Higher/A level equivalent	E
University/College Degree	D

## Experience

Experience of working in a University sporting environment	D
Significant experience leading, running or being involved in physical activity, preferably in a HE setting	E
Experience in supervising or managing volunteers/others	E
Experience in facilitating/managing small and medium scale events	E
Experience in writing and delivering training	E
Experience of working in a democratic led environment	D
Experience in working with multiple stakeholders and managing budgets	E

# Attributes & Skills

Excellent customer service, communication skills, verbal and written, and an ability to quickly build new relationships	E
Ability to multi-task to a series of changing priorities and tasks and work under pressure	E
Exceptional problem-solving skills – particularly under pressure	E
Able to work as part of a team and also work independently	E
IT competent with a working understanding of Microsoft Office	E
Ability to construct and maintain databases	D
Able to create and maintain strong working relationships	E
Excellent organisational skills to manage multiple projects	E
The ability to motivate self and others	E



## Values & Ethics

Desire to work within a democratic student led environment.	E
Understanding and commitment to equal opportunities.	E
A willingness to occasionally work outside of traditional office hours.	E
Demonstrably high standards of personal integrity and ability to work to organisational values.	E

## Knowledge

Demonstrable understanding of Students' Unions or other democracy/voluntary organisations	E
Knowledge and understanding of National Governing Bodies and other sporting organisations within the UK	D
Knowledge of current themes affecting students in the Further Education/Higher Education sector, specifically in sport	E



# Interested in applying?

If you like what you have read so far and are interested in making an application, here are the steps to submit your application.

- **Part 1:** Complete a personal statement detailing what skills and experience you would bring to the role and why you want to work for KSU. Your statement should make particular reference to how you meet the person specification requirements.  
- *Please ensure that your statement is no longer than two pages.*
- **Part 2:** Send us a up to date copy of your CV.
- **Part 3:** Complete a copy of our **Equal Opportunities Monitoring and Contact Details Form**

All completed personal statements and CV's should be sent to **[suhr@kingston.ac.uk](mailto:suhr@kingston.ac.uk)**.

**Application Closing Date: 24th March 9am**

**Interview Date: 31st March (online interview)**



To comply with our obligations under the Immigration, Asylum, & Nationality Act 2006, we cannot consider applicants who do not presently have permission to work in the United Kingdom. We can only consider applications from candidates who have the right to work in the UK.

If you think you have what it takes to join our team, but don't necessarily meet every point on the job description or person specification, please get in touch. We'd love to have a chat and see if you could help us to achieve great things for the Union and our members.

***We're saving a seat for you!***

For role enquiries, please send an email to:

[suhr@kingston.ac.uk](mailto:suhr@kingston.ac.uk)

