

# Recruitment Pack

## Senior Sports Coordinator

Dear Candidate,

Thank you for taking an interest in this role at Greenwich Students' Union (GSU).

GSU is a charitable organisation that plays a crucial role in the experience of over 20,000 students who attend the University of Greenwich. Our job is to ensure that students have a great time and Greenwich and we empower them to change the world.

We have three main departments here at GSU: Membership Services, Commercial Services, and Support Services. These services spread across three campuses with our main offices being based at Greenwich and Avery Hill in Eltham and Medway in Kent.

***This role will be responsible for overseeing the smooth delivery of sport across UoG facilitating the BUCS, LUSL and competitions throughout the academic year. Enhancing the recreational sport programme (GSUmove) and provide further opportunities to students. This role will provide high-quality support for Sports Clubs ensuring that Team Greenwich & Team Medway is a leading club sports programme within the London & Kent University region, whilst also leading on events, activities and training that supports the development of the Sports Clubs and players across Greenwich, Avery Hill, and Medway Campuses.***

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.J.Lee@greenwich.ac.uk](mailto:D.J.Lee@greenwich.ac.uk)***

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

Best wishes,

**Dan Lee**

**Engagement & Opportunities Manager**



**GSU PLAN 2026**

**BECOME  
YOUR BEST**

**OUR NEW STRATEGY**

## GSU PLAN 2026

# BECOME YOUR BEST

At Greenwich Students' Union (GSU) we're proud to have made transformative change over the last few years by acting on student feedback and working with our members to make our democracy more accessible, develop the quality and scope of our member services, improve our physical spaces and transform our communication methods.

Recently recognised as a Quality Students' Union, GSU now has an established physical footprint at our three campuses in Avery Hill, Greenwich and Medway, supported by our online spaces.

Our new strategy - GSU Plan 2026 - sets out our action plan that will take us into our next phase of development, ensuring our members are able to shape future opportunities and services. Our role as a Students' Union is to continually evolve our offer for the members of today and future generations.

We have one goal by 2026; supported by GSU and our services, our students to become their best at Greenwich and beyond.

We will focus our team and our time to represent student interests, working with our members to ensure you have access to:

- The best quality and inclusive education.
- Develop skills to be life ready.
- Be the best you can be while they study.
- Find where you belong at Greenwich.
- Take actions to protect our planet together.

Click here to read our plan in full - [greenwichsu.co.uk/gsuplan2026](https://greenwichsu.co.uk/gsuplan2026)

## Our Membership Services

### **Student Representation**

Involvement with Student Assembly, campaigns, Elections and members representation;

### **Advocacy and Policy**

Provide advice to all our members regarding academic process, housing, money and other issues. We work proactively to prevent student issues arising and secure an early intervention if needed.

### **Student Activities**

Encompasses Societies, Sports groups, Academic Communities, Awards, Varsity and much more;

### **Employability and Volunteering**

Identifying opportunities and providing support.

## Our Support Services

### **Finance**

Central team responsible for financial activity and support across the Union.

### **Marketing**

Supports communication activity for GSU and all its services, events and activities.

### **Organisation Development**

Looking after HR, governance and training across GSU.



## Our Services - Commercial

### **Lower Deck in Greenwich**

The best student bar in Greenwich.

### **Change in Greenwich**

Find soft drinks and merchandise on campus.

### **Village Shop in Avery Hill**

Selling takeaway food and coffee, snacks and confectionery, merchandise, groceries and toiletries.

### **Candy Shack in Avery Hill**

Milkshakes by day, cocktails by night!

### **The Deep End in Medway**

Selling hot food and drink, as well as grab-and-go options.

### **Greenwich Lookbook**

Our shop selling University branded merchandise.

### **Flagship Events**

Offering venue hire in the heart of Greenwich (Avery Hill and Medway opening for hire in 2022).



# Staff Benefits

## **HOLIDAYS:**

25 days per annum  
8 bank holidays  
3 free days over the winter holidays  
Additional 1 day for every year at GSU  
(up to 5 years)

## **MISC LEAVE:**

1 day off to move to a new house  
1 day off for wedding attendance of immediate family  
1 day off to attend funeral  
3 days off for death or serious illness of immediate family  
Study/exam leave  
Health appointments  
Parental & carers leave  
Sick dependents leave  
Generous sickness leave pay  
Generous maternity and paternity leave pay

## **PENSION:**

Employee contribution: 5 – 7%  
Employer contribution: 4 – 6%

## **MISC BENEFITS:**

Parking permit loan  
Travel loan  
Eye test and contribution to lenses  
Insurance – death in service  
Training/staff days  
Flexible working

## **MISC PERKS:**

Free large soft drinks (post mix) in the Lower Deck  
Student prices on hot drinks in Change and Village Shop  
Student prices in Lower Deck on all applicable menu items  
Free venue hire at Lower Deck  
Tea, coffee and milk in offices

# Application Process

Your application is very important, as the information you provide will be used in deciding whether or not you will be shortlisted for interview. The following advice is designed to help you complete it as effectively as possible. This is part of our commitment to ensuring equal opportunities for job applicants.

Greenwich Students' Union (GSU or SU) wholeheartedly supports the principles of equality and diversity in employment and service delivery. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible.

## **TIMELINE FOR RECRUITMENT**

At GSU we aim to have our recruitment processes as clear and structured as possible. Ideally, we have our advert listed on various websites for one month. Following the deadline date, we will aim to shortlist within 2-3 days. Once shortlisting has been completed, the successful candidates will be informed and given an interview date a week ahead. This will allow our successful candidates the opportunity to prepare and make arrangements.

## **PLANNING YOUR APPLICATION**

When planning to submit your application, read through the material provided, including the job specification and recruitment pack.

## **PERSONAL SPECIFICATION**

The Person Specification is the list of criteria or requirements needed for the post. To be shortlisted you have to fulfil each of the essential points marked 'Application', demonstrating your abilities by giving examples. The strongest applications will detail with examples how candidates meet all of the criteria, including drawing on previous experiences and transferable skills. Remember that voluntary work or work at home can be as valuable as paid employment.



# Application Process

## COMPLETING YOUR APPLICATION

Step 1: To apply send a recent copy of your CV and a covering letter, no greater than two A4 pages, setting out how your experience equips you for the role. If you do not submit a covering letter, you will be prompted to do so. Please send to [gsuhr@gre.ac.uk](mailto:gsuhr@gre.ac.uk).

Step 2: Submit your completed application by the deadline as stated, remember to keep a copy for reference. We prefer to receive applications electronically; however, we will consider handwritten applications in black ink.

Step 3: Please also complete and return the Equal Opportunities Monitoring Form. Please note that applications received after the closing date will not be considered.

## SHORTLISTING

All submissions are sent directly to our recruitment desk, who save and anonymise them, ready for the recruiting manager to review. All applications will be sent to the selected recruitment panel who make their preferred selection based on the requirements that meet the personal specification. Candidates who meet the criteria are shortlisted for an interview.

## INTERVIEWS

The interview panel will normally be formed of 3-4 staff members who will ask questions based on the values and competency required for the role. For some roles you may also be asked to participate in a task or presentation. The applicants will be informed of this ahead of their interview date. If you are not able to attend the interview, we cannot guarantee that an alternative date will be offered. The Panel will consider requests for alternative dates as they arise.

# Job Description - Duties and Key Responsibilities

**35 Hours per week**

**Salary band 4a (£26,907) - 4b  
(£27,042)**

## Job Purpose

This role will be responsible for overseeing the smooth delivery of sport across UoG facilitating the BUCS, LUSL and competitions throughout the academic year. Enhancing the recreational sport programme (GSUmove) and provide further opportunities to students. This role will provide high- quality support for Sports Clubs ensuring that Team Greenwich & Team Medway is a leading club sports programme within the London & Kent University region, whilst also leading on events, activities and training that supports the development of the Sports Clubs and players across Greenwich, Avery Hill, and Medway Campuses.

This role will lead all operational aspects of Team Greenwich, Team Medway, GSUMove and Varsity, alongside supporting key GSU wider initiatives such as Activities Awards, welcome and Avery Hill engagement projects. In addition to enhancing sport participation with the diverse student population of the University of Greenwich and at the Medway Campus (which also consists of students from the University of Kent and Canterbury Christ Church).

Reports to: Engagement and Opportunities Manager – Avery Hill  
Responsible for: Temporary, Part time, Student Staff,

Department/Service  
Engagement and Opportunities

# Duties and Key Responsibilities

## Key areas

- Provide effective sport development across Avery Hill, Greenwich and Medway creating more opportunity for students
- Develop and enhance recreational sport programme (GSUmove) to offer increased opportunity to UoG students
- Provide an excellent service whilst planning and delivering annual flagship sport events such as Varsity and Awards evening
- Active within UoG sport community, providing opportunity for networking and feedback mechanisms for clubs to improve service.
- Provide general support for all Avery Hill engagement activities to support wider engagement and opportunities team and objectives

## Club Sport Development

- Provide effective club committee training and work with Team Greenwich and Team Medway committees to plan, manage and monitor their aims
- Work with BUCS and LUSL to expand the current club sport programme both at Greenwich and at Medway
- Organisation and delivery of sports forums to encourage improved feedback mechanism and development of clubs
- Liaise with NGB Regional Officers to strengthen our sports club pathways
- Work alongside the University of Greenwich Sports and Recreation team, Medway Managers and coordinators
- Develop partnerships with local community clubs to support players' participation beyond university, including coaching and officiating opportunities
- Develop new opportunities for club committee members and players to gain coaching and officiating qualifications
- Produce appropriate reports for a range of stakeholders including termly KPI reports
- Maintain and develop the systems necessary to measure achievement of standards and performance

# Duties and Key Responsibilities

## Sports Administration

- Supervise FOH assistants with Club and Fixtures Administration in arranging fixtures transport, monitoring finances, communicating to committee members & Universities and managing weekly fixtures
- Manage all data administration regarding fixtures, training, individual competitions, coaching and website content for Team Greenwich and Team Medway
- Manage the administration of kits and equipment, including weekly storage and use
- Support sports clubs in managing their finances and provide monitoring reports to committees
- Provide essential administrative support for club committee funding submissions and manage & monitor the Sports Budget

## Recreational Sport Development

- Lead on the planning and delivery of recreational sports participation programme, GSUmove.
- Lead on development of intramural tournament and further engagement for students not involved in competitive sport and to create community on campus
- Develop consistent offering of unique sport opportunities for students to try on campus
- Create a gateway of recreational participation into competitive sport
- Develop social leagues to offer at least 2 different sports across the academic year including managing membership, marketing & social media and promoting coaching/officiating opportunities for volunteers

## Sports events

- Lead on planning and the delivery of the annual Varsity event at the end of term two.
- Joint lead in steering group on strategy and planning of annual Awards event (Greenwich/Avery/Medway)
- Work with a range of stakeholders, including the University Sports & Recreation team, Activities committee and GSU Engagement team to lead on coordinating fixtures and providing essential communication to club committees
- Collaborate with SU staff and student volunteers to promote Team Greenwich & Team Medway at the SU Welcome programme

# Duties and Key Responsibilities

## Communications, Budgeting and process

- Continually develop processes and systems to ensure efficiency within weekly tasks, streamlining work for student staff support
- To be responsible for the preparation and management of budgets for BUCS, GSUmove and annual events.
- Support the marketing team to provide essential weekly information regarding Team Greenwich & Team Medway clubs, events and development
- To assist marketing department in managing Team Greenwich & Team Medway website including monitoring club website content and setting up club membership products online
- Develop Team Greenwich's social media by managing Instagram content and to increase online student engagement

## Supporting Representatives

- Support GSU campaigns relating to sport as well as support for meetings around sports, and other student group representative functions as appropriate. e.g This girl can, disability sport, rainbow laces
- Facilitate consistent committee meetings and ensure sufficient feedback mechanisms for groups to input throughout the academic year

# Personal Specification

## General Responsibilities

- Represent and be an ambassador for GSU.
- Be flexible and carry out other associated duties as may arise, develop, or be assigned in line with the broad remit of the position.
- Maintain and improve competencies through continuous professional development.
- Abide by organisational policies, codes of conduct and practices.
- Support and promote liberation, diversity and equality of opportunity in the workplace.
- Treat with confidentiality any personal, private, or sensitive information about individual organisations and or clients or staff and Project data.
- Actively seek better ways to assist GSU in its effort to become a more sustainable workplace.
- Any other duties commensurate with the accountabilities of the post.

## EXPERIENCE

- Relevant experience working in the youth, education, student union or other membership organization
- Experience of project managing
- Planning, delivering and evaluating training
- Coordination of a range of successful events
- Develop and maintain effective systems for collecting, collating and reporting information
- Experience of working with or coordinating diverse groups, and encouraging traditionally hard-to-reach groups
- Coordinating a sports club(s) including management of fixtures, training and finance
- Experience in using online administration systems

## SKILLS AND ABILITIES

- Clear communication skills face to face and on the phone or email
- Ability to work with and lead a high performing team
- Ability to troubleshoot difficult situations, and deal with them calmly, efficiently and effectively
- Writing skills – produce reports and ability to write succinct documents on complex areas
- IT skills at a level that supports report writing, email, internet, database and CRM systems and other platforms
- Time management and organisational skills

# Personal Specification

- Ability to engage and motivate others
- Self-motivated with the confidence to work alone but can also work co-operatively and flexibly as part of a team
- Ability to stay focused and efficient in the face of changing priorities.
- Track record of successfully developing and implementing projects and operational change

## KNOWLEDGE

- Knowledge and understanding of issues facing today's students
- Knowledge of relevant external bodies and organisations including, British Universities & College Sports (BUCS), LUSL, and National Governing Bodies
- Knowledge of processes regarding risk assessments and GDPR

## EDUCATION/TRAINING

- No one specific qualification is required, but evidence of recent continuing professional development in a professional area relevant to the post is required.

## PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- Able to travel extensively within the Borough and Region.
- Based at Avery hill and Medway with travel expected to Greenwich
- Able to work some evenings and weekends and stay overnight where necessary
- Have the ability to drive across campuses and hold a valid drivers license
- Passion for sport and understanding of its positive effects on student life
- Works well in a team with a flexible approach to work
- Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.
- Commitment to the values and ethos of the organisation