

Recruitment Pack

Sports Coordinator

Dear Candidate,

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

GSU is a charitable organisation which 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.

We are looking for a Sports Coordinator to join our fantastic Engagement and Opportunities Team. The successful candidate will coordinate our growing sports programme including BUCS and LUSL as well as delivering GIAG and events at Avery Hill. They will also be involved in organising and delivering Varsity and Welcome Week.

Opening: 22nd August

Closing: 19th September

Interviews: 7th October

Panel: Ryan Penny Engagement and Opportunities Manager, Maddy Scott, Academic Representation Manager, Head of Campus Engagement and Opportunities, GSU officer

Salary: £29,482 - £33,182

Hours of work: Flexible - core hours are 10am-4pm

Full-Time 35hrs per week

Location: Location: Working at Avery Hill campuses with occasional travel to Greenwich and Medway

60/40 office-based / home-working

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 ryan.penny@greenwich.ac.uk

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

Best wishes,

Ryan Penny

Opportunities and Engagement 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

Our Services - Membership

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.

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.

Tudor Café 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 online and in our merch store in Greenwich.

Flagship Events

Offering venue hire in the heart of Greenwich (Avery Hill and Medway TBC).



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 and The Deep End
Student prices on hot drinks in Lower Deck and Tudor Café
Student prices in Lower Deck and the Deep End 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 a week. 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 use our online recruitment portal setting out how your experience, skills and values equip you for the role. In addition, you can submit a CV if you wish to do so.

Step 2: Complete the Equal Opportunities Monitoring information within the application for,. This is not disclosed to recruiting manager or shortlisting team.

Step 3: Please submit in time for the stated closing date. Please note that applications received after the closing date will not be considered.

SHORTLISTING

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 and Personal Specification

Job description

- Coordinate the organisation and communication of sports fixtures to home and opposition teams in British Universities and Colleges Sport (BUCS) and London Universities Sports Leagues (LUSL) competitions.
- Support with the delivery of sports club committee training.
- Act as the main point of contact for sports club committee members for sports queries.
- Act as the main point of contact for opposition institutions.
- Coordinate entries into BUCS, LUSL and one-off sports competitions.
- Maintain accurate records of team members and contacts using the systems available.
- Maintain accurate budgets for all expenditure and income for all Team Greenwich Clubs.
- Manage MSL system to support Team Greenwich memberships, events, income and products.
- Maintain GSU What's on Page to consistently reflect the Sports calendar and offer throughout the year.
- Collaborate with Team Greenwich Clubs & Members to promote and highlight any events, success stories and impact.
- Coordinate student sports club's facility bookings internally and externally.
- Stimulate new sports clubs through give it a go sessions sessions / groups in transitioning to Team Greenwich Sports Clubs.
- Attend relevant meetings, drop-ins, support workshops, development events when required.
- Process club charges for competitions on GSU systems as required.
- Record accurate student data on engagement levels and present an annual written report on student engagement.
- Provide administrative support for collecting and reporting on feedback related to Team Greenwich members.
- Support and review processes and policies relating to student sport with Engagement and Opportunities Manager
- Support the performance of Team Greenwich throughout the sporting year with development and performance tools available.

Duties and Key Responsibilities

Duties and Key Responsibilities

- Support the planning of the GSU Awards in relation to Sports Clubs nominations
- Management of student staff to support all /any Team Greenwich events / socials.
- Comply with Greenwich Student Union policies, procedures at all times.
- Have a flexible approach to work and work productively with teams across Team Greenwich
- Any other duties commensurate with the post as directed by the Engagement & Opportunities Manager.
- Support any GSU organisational priority events throughout the year.
- Provide effective sports development across each site as directed.
- Support recreational sport across projects and society needs.
- Provide an excellent annual flagship sports events such as Varsity and Activity Awards.
- 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
- Maintain Sports Club / Equipment inventory throughout the year, update records and monitor need.
- Collaborate with FOH members to ensure consistent approach and delivery across sports and campus.

Personal Specification

Personal Specifications

EXPERIENCE:

- Experience of project managing
- Coordination of a range of successful events
- Develop and maintain effective systems for collecting, collating and reporting information
- 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 troubleshoot difficult situations, and deal with them calmly, efficiently and effectively
- IT skills at a level that supports report writing, email, internet, database and CRM systems and other platforms
- Time management and organisational skills
- 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.

KNOWLEDGE

- Knowledge and understanding of issues facing today's students
- Knowledge of processes regarding risk assessments and GDPR

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
- 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