

College Sport Coordinator

University Sports Service

Closing date: 23 July 2025

Job Reference: DG46511



College Sport Coordinator

Salary:

£30,805 – £35,116 per annum

Contract:

Permanent

Location:

West Cambridge

Department:

University Sports Service

Responsible to:

Active Students Programme
Coordinator

Working Pattern:

Full Time, 36.5 hours per week,
Monday to Sunday variable.

We are looking to recruit a full-time College Sport Coordinator to support University and College Sports Clubs with the coordination and delivery of recreational student sports programmes, competitions and events. The role holder will work with a range of stakeholders to ensure a collaborative approach to growing participation levels in teams, leagues and cup competitions.

Purpose of the role

The role holder will coordinate and support delivery of a sustainable, flexible, safe and enjoyable, player centred college sport programme which provides regular training and playing opportunities for all players and promotes lifelong participation in sport and physical activity.

The role will act as key liaison between University Sports Clubs, Colleges and other key stakeholders across university and the wider community to promote participation, ensure playing compliance and to further opportunities which enhance the student and player experience (i.e. funding, participation and player welfare).

Key responsibilities

The responsibilities for this role include: -

Sport Governance Support

- Build and maintain positive working relationships with college sports teams, National Governing Bodies (NGBs), Cambridge University sports clubs and other relevant stakeholders.



Key responsibilities continued

- Work with Clubs and Colleges to develop and deliver consistent governance arrangements and operational policies and procedures for intercollegiate sport.
- Work with key stakeholders to ensure that all student players are aware of the College Sport Code of Conduct. Support with disciplinary processes as required.
- Regularly review competition formats, programmes and playing conditions to ensure consistency and to promote and support participation at all levels.
- Promote College sports opportunities to students and signpost players to University Clubs to support ongoing development and progression where appropriate.
- Explore widening participation opportunities across the colleges.

Coordination and Administration of Playing Programme

- Coordinate the planning and delivery of the college sport programme including the arrangement and coordination of league, cuppers and social fixtures, organising venues, appropriate first aid provision and trophies/awards where appropriate.
- Deliver adapted competition formats throughout the academic year as means of maintaining active participation. Regularly attend college

matches/events within the competitions liaising with captains, referees and grounds staff.

- Work closely with captains and college teams to ensure all players are registered to play (e.g. with the relevant NGB) where applicable.
- Maintain comprehensive data and records regarding matches and participation and share data with stakeholders as necessary. Ensure data and fixture information is correct and up to date.
- Work closely with teams and officials to ensure matches have appointed suitable referees. Recruit, train and develop student referees to support college sport programmes throughout the year.

Networks and Communications

- Support the Active Students Coordinator in the coordination of College Sport Network meetings.
- Attend relevant conferences and meetings. When appropriate, advocate the use of University facilities for any initiatives the NGBs may wish to undertake.
- Identify, appoint and work with College Player Representatives for the relevant Committees.
- Build and maintain positive working relationships with college staff, including grounds staff – ensuring they have updated fixture lists and are in regular contact with captains.



Key responsibilities continued**Publicity**

- Promote college sport programmes through the effective and engaging use of social media and maintain college sport pages on Sports Service website.
- Promote college sport programmes across the Cambridge University sport audience.
- Engage with local photographers and videographers to attend college matches and proactively use the photographs to promote college sport.
- Write termly and annual reports on College Sport Competitions for internal and external newsletters/publications.

Sport Development and Training

- Deliver regular captains' meetings and support captains in the functions of their club committees. Seek regular feedback from college captains and all players regarding the delivery and format of the programmes.
- Communicate regularly with all college teams throughout the season to ensure all colleges have a captain appointed and are inducted by the start of, and through the season, and ensure all administrative tasks are completed before and during the season.
- Support captains with setting up club committees and with recruiting and retaining players. Support colleges teams to develop succession plans towards the end of the season and into the summer.
- Promote positive and collaborative relationships between amalgamated / clustered college teams.
- Organise regular appropriate First Aid Courses for student players and ensure all captains, players and officials are aware of Health and Safety requirements and have access to resources and support.

- Actively collaborate with local clubs and organisations in supporting the development and delivery of sports programmes within the local geographical area.
- Arrange referee and coaching courses and work with local partners to develop refereeing across the district.

Finance, Administration and Reporting

- Attend and contribute to internal and external meetings about the programmes as a whole and the development of sport at collegiate level.
- Attend Committee and Management meetings as necessary and produce reports for relevant meetings as required.
- Work closely with the Clubs to review College Sport programme budgets to ensure appropriate competition entry fees are in place and collected in a timely manner.
- Explore funding opportunities (both internal and external) either through grant awards, sponsorship or philanthropy.



Person Specification

Criteria	Essential	Desirable
Experience		
Experience of coordinating, delivering and supporting programmes for students, student groups, sports clubs and/ or volunteers.	✓	
Experience of working in collaboration with a range of stakeholders to deliver projects and activity programmes.	✓	
Experience of governance and operational arrangements within sport, including safety and welfare policies and procedures.		✓
Skills		
Strong administrative skills.	✓	
Able to communicate clearly and concisely on the telephone, in writing, and in person at all levels both internally and externally, including giving presentations.	✓	
Problem solving skills.	✓	
High level of accuracy and attention to detail.	✓	
Understands the need for confidentiality.	✓	
Experience with using social media platforms.	✓	
Comfortable with using Microsoft Office packages. Experience of using web and App based systems/technology would be desirable although training can be provided where required.	✓	
Ability to work across complex organisations and engage with internal and external stakeholders to build consensus.	✓	
The ability to work independently as well as part of a wider team and work to tight deadlines.	✓	
Qualifications		
Educated to GCSE Level.	✓	
Educated to HND, HNC, level 4/5 vocational qualifications or equivalent level of practical experience.	✓	
Additional Requirements		
Ability to work flexible hours throughout the year – including weekends and evenings.	✓	

The Sports Service

The opportunity to engage in sport and physical activity is such an important part of university life.

As the Strategy for Sport and Physical Activity makes clear, our focus is on participation at all levels, while also ensuring that those who achieve excellence have the best possible support. Our new strategy aims to enable and support the continued pursuit of physical activity and sport at Cambridge, for all, in the best possible facilities, and backed by the most dedicated of professional staff.

Bhaskar Vira, Chair of Sports Committee and Pro-Vice-Chancellor for Education

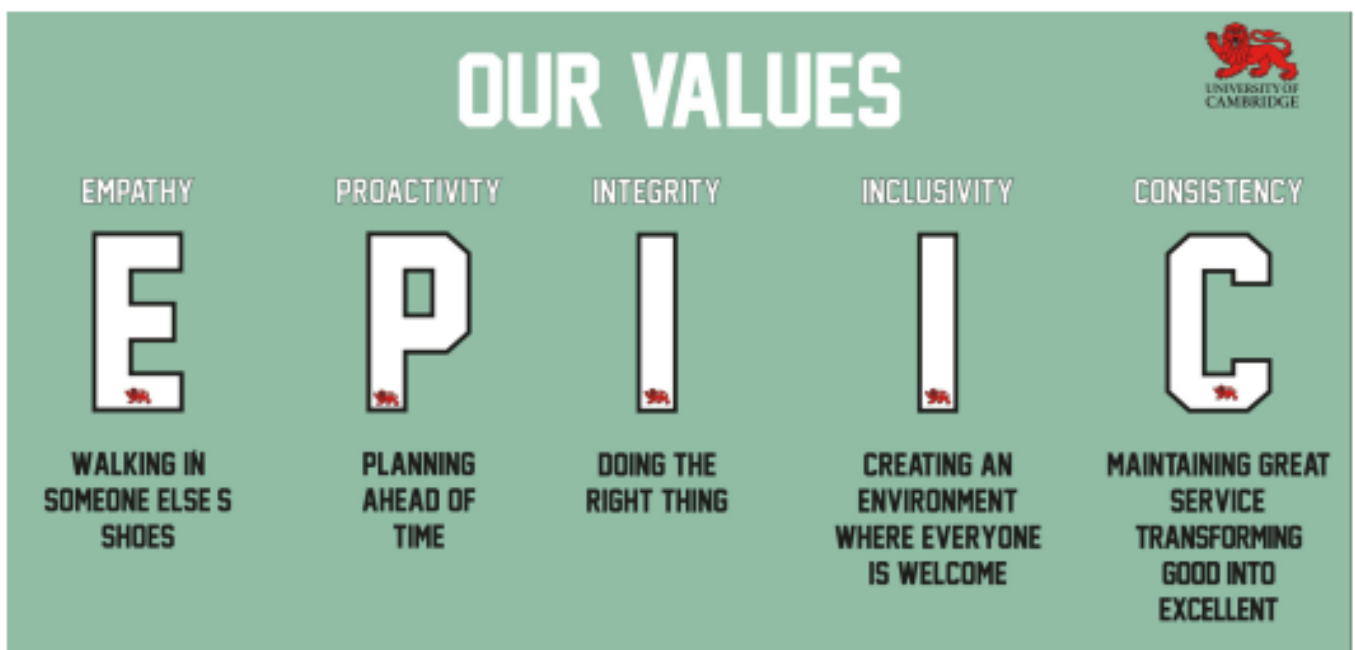
[Strategy for Sport & Physical Activity 2023 - 2027 | Sport at Cambridge](#)

As the Strategy highlights, the University Sports Service is committed to developing sport and physical activity opportunities within the University (staff and students) and across Cambridgeshire.

Sport at Cambridge is supported by a fantastic range of sports facilities. Opened in 2013, the University Sports Centre has a fitness suite, sports hall, squash and fives courts, studios and team training room used by international performance athletes. Two Padel Tennis Courts opened in Summer 2024 with a further two courts planned to open in 2025.

The Sports Service also maintains dedicated athletics and hockey facilities at Wilberforce Road Sports Ground, while cricket and tennis have their home at Fenner's, one of the country's most historic and iconic sports venues. The Service works with a range of other club and college grounds across the city.

More information on the Sports Service can be found at: www.sport.cam.ac.uk



Terms of Appointment

Tenure and probation

The appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a six-month probationary period.

Hours of Work and Working Pattern

Monday to Sunday variable shift pattern to suit operational and business needs.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays.

Pre-employment checks**Right to work in the UK**

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration Once an offer of employment has been made the successful

candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post, you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks:

No prior screening checks will be required for this role.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at

<http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may

require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator via recruitment@sport.cam.ac.uk who is responsible for recruitment to this position.

The University of Cambridge

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

*Professor Deborah Prentice,
Vice Chancellor 2023*



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality, Diversity and Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

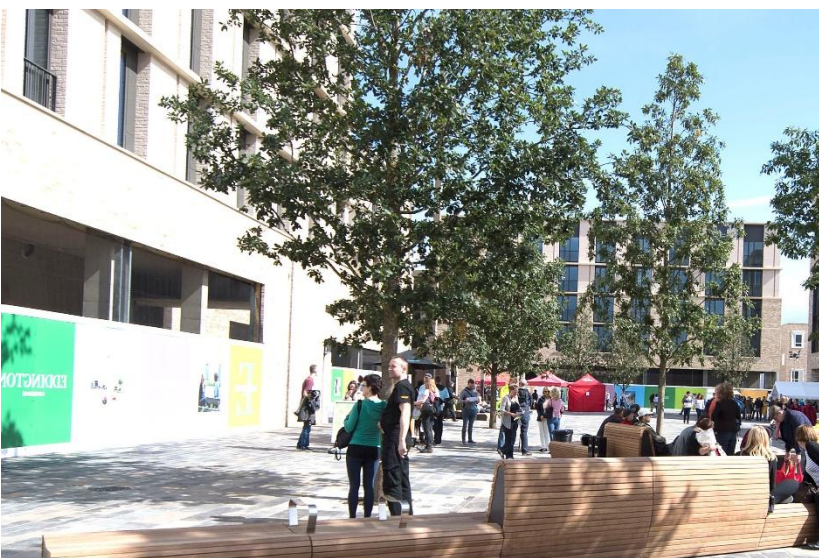
The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit

<https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit:

<https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.



Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.

CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system. **Please use the ‘Suitability for the Role’ section of the Application Form to provide details of how you meet the Person Specification (page 5 of this Further Information document).**

Informal enquiries are welcomed and should be directed to Callum O’Shea, Active Students Programme Coordinator via recruitment@sport.cam.ac.uk to arrange a telephone call or visit to the Sports Centre.

If you have any queries regarding the application process, please contact:
recruitment@sport.cam.ac.uk

The closing date for applications is **Wednesday 23 July 2025**.
Interviews will take place on **Thursday 31 July 2025**.

