



Job Description

Job Title:	Sport Engagement Coordinator
Department:	Student Life – Active Lifestyle and Sport
Job type:	Full-Time, Permanent, Professional Services
Grade:	RHUL 4
Accountable to:	Active Lifestyle Officer
Accountable for:	Student Volunteers within the Recreational Sport Programme
Purpose of the Post	
At Royal Holloway University, Active Lifestyle and Sport is an essential element of the student experience and belonging. The Active Lifestyle & Sport team is responsible for encouraging participation in sport, health and fitness activities across campus to enhance student, staff and visitor wellbeing, whilst also promoting the Royal Holloway Sport brand by working closely with colleagues from the Students' Union to develop a welcoming environment for our student sports clubs. It is not only about running facilities but also about the activities and programmes that are delivered to build a sense of belonging and community at Royal Holloway. Active Lifestyle and Sport is committed to delivering effective physical activity services that enrich the student experience. In order to contribute to the emerging RH2030s Strategy, the post holder's focus will be on supporting opportunities to develop skills, foster inclusive environments to participate in, and build communities for diverse population of Royal Holloway students through sport and physical activity. Responsibilities include supporting the development of our physical activity programmes to ensure that they are reaching the expectations of the students involved in them. They will use data, student feedback and research to build the programmes that cater for the evolving population of students at Royal Holloway.	
Key Tasks	
Overall, the role will support the development and delivery of Active Lifestyle and Sport programmes and activities primarily for students, but also staff and community. The core responsibilities will include: 1. Contributing and leading specific tasks that assist with the development and delivery of physical activity and fitness programmes which will enhance the student experience. 2. Supporting the Sport Communications Officer with the development of social media content and maintaining information on the Royal Holloway Sport app and intranet pages. 3. Leading on delivering specific events throughout the academic year to promote student opportunities for participation and volunteering	

4. Working collaboratively with the Students' Union, clubs and societies with colleagues to enhance the active lifestyle and sport offer
5. Collecting information, feedback and data to help show the impact of physical activity on students' wellbeing and experience whilst at Royal Holloway
6. Delivering excellent customer service to students and other stakeholders
7. Developing effective working relationships with colleagues, sharing good practice and increasing yours and others knowledge and understanding, as required.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Our Values

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

Person Specification

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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Criteria	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Good standard of education to A level or equivalent experience.	X	
Knowledge and understanding of the HE sector and student life cycle.		X
Skills and Abilities		
Ability to work as part of team and support colleagues.	X	
Good interpersonal skills including a professional approach and manner and ability to use tact and diplomacy.	X	
Organisational skills and ability to work under pressure, prioritise demands and meet deadlines, alongside an ability and readiness to work on own initiative and act pro-actively.	X	
Ability to use creative problem-solving techniques and identify and implement administrative improvements.	X	
Flexibility and the ability to respond effectively to changing requirements.	X	
IT skills and ability to learn new systems and programmes.	X	
Experience		
Good customer service skills and experience of responding to enquiries and requests from a range of service users.	X	
Experience of communicating with stakeholders at various levels within an organisation.	X	
Experience of collecting data and information.	X	
Experience of successful project delivery		X
Other Requirements		
Committed to personal development	X	
As and when required, a willingness to work outside of normal working hours	X	