

Job Description

Post Title: Project Officer – BUCS and Club Development
Grade and Salary: HSV4 – HSV5.14 per annum plus Performance Related Pay
Department: HertSquad, Hertfordshire Sports Village
Responsible to: Project Manager – Club Sport
Responsible for: Student Club Committees and Volunteers, and Sports Coaches

MAIN PURPOSE OF THE JOB

To plan, coordinate, and oversee the effective delivery of the Club Sport Represent programme, supporting student participation in competitive sport. The post holder will also contribute to the planning and delivery of key HertSquad events, including the Start of Term, Sports Fair, Varsity, and Sports Awards. A key focus of the role is to engage and support student club committees and volunteers, ensuring high-quality experiences and alignment with the Sports Village's values, standards, and behaviours through a strong commitment to service excellence.

DUTIES AND RESPONSIBILITIES

Key Results Areas and Tasks
Club Sport Represent & BUCS Management To manage and coordinate the University's Club Sport Represent programme, ensuring effective delivery of competitive student sport, including all BUCS activity, while supporting non-BUCS clubs and maintaining high standards of service and operational excellence.
Key Responsibilities: <ul style="list-style-type: none"> • Lead the day-to-day operations of the Club Sport Represent programme, acting as the primary contact for students, teams, and external partners. • Oversee all aspects of BUCS participation, including fixture administration, transport, bookings, results reporting, compliance, and communication with teams and officials. • Ensure all activity aligns with BUCS, NGB, University, and health & safety guidelines. • Support non-BUCS clubs with competition and trip planning, finance, logistics, and membership. • Maintain accurate records, including club membership and annual kit/equipment inventory. • Liaise with service providers and contribute to contract reviews and procurement processes. • Represent the University at BUCS events and contribute to national student sport agendas. • Assist in recruiting and supporting Club Sport coaches in line with service excellence standards.
Student Committees and Volunteers <ul style="list-style-type: none"> • Build rapport and manage relationships with student-led sports committees and volunteers. • Deliver committee training and support internal club communication.

Social Networking
<ul style="list-style-type: none"> • Manage day-to-day content for the Club Sport Instagram channel. • Collaborate with the Events and Marketing Manager to ensure accurate student website and comms content.
HertSquad
<ul style="list-style-type: none"> • Assist with the planning and delivery of major sporting events including Start of Term, Sports Fair, Varsity, and Sports Awards. • Support the wider team and their programmes to achieve their respective KPIs and maintain the desired standards of delivery. • Support the daily operation of the HertSquad office.
Administrative Support
<ul style="list-style-type: none"> • Provide admin support for wider Sports Development initiatives (e.g., recruitment, evaluations). • Manage external partnerships, including competition entries and match operations (e.g., Hemel Storm).
Financial
<ul style="list-style-type: none"> • The post holder will not hold a budget but will assist in forecasting and managing the Club Sport budget. • The post holder will be responsible for maintaining accurate internal expenditure and income spreadsheets.
Service Excellence
<ul style="list-style-type: none"> • To embrace a Service Excellence mindset, demonstrating our values, standards and behaviours towards both colleagues and customers. • To prioritise delivering an exceptional experience to every customer, every time. • To adopt a positive mindset and commit to continuous improvement through giving, welcoming and responding to colleague and customer feedback.
Other Responsibilities
<ul style="list-style-type: none"> • The post holder will be required to work onsite in the HertSquad Office. • The post holder will be required to work some midweek evenings and weekends in line with the needs of the business. This will include being an emergency contact outside of standard working hours as and when required as per the needs of the Club Sport programme. • The post holder will work as a key part of the HertSquad staff team that supports all UH Sports activities and may periodically be required to undertake additional duties as and when required.

OTHER TASKS

To contribute positively to the development of the wider UH Sport and Hertfordshire Sports Village business.

Undertake any tasks or additional responsibility that the Director of Sport may deem appropriate to the level of the post.

June 2025



SUPERVISION RECEIVED

The Project Officer (BUCS and Club Development) will report to the Project Manager (Club Sport) who will provide regular informal meetings and supervision, annual appraisal and reviews. The level of this post requires the post holder to work under their own initiative.

SUPERVISION GIVEN

In conjunction with the Project Manager (Club Sport) and the HertSquad team, the Project Officer (BUCS and Club Development) will provide supervision and support to a team of student committees, sports coaches/instructors and volunteers.

RELATIONSHIPS/CONTACTS

Internal - all customers and potential customers of the Sports Village; HSV colleagues; staff from different areas within the company; staff within the University including academics, management, support services and subsidiary companies; staff from the PFI partner company (Pinnacle); other internal suppliers of services.

External - Clubs, organisations and individuals who use or could use the facilities and services. Customers from the community, businesses and business organisations, local authorities, including education and leisure services, external agencies and suppliers, professional and amateur sports clubs and organisations, local and national media.

TERMS AND CONDITIONS OF EMPLOYMENT

Conditions of Service

Hertfordshire Sports Village and other sports activities within the University of Hertfordshire are managed by Polyfield Property Ltd., which is a wholly owned subsidiary company of the University of Hertfordshire. The terms and conditions of employment are reviewed by the Board of Polyfield Property Ltd.

Hours of Work

This post is a full-time position (1.0 FTE) consisting of 40 hours per week. Actual working hours will vary as per business requirements. This position requires the post holder to be flexible and when necessary, support the staff on shift, at times offering cover, which may include early mornings, evenings, weekends and bank holidays. Time off in lieu (at flat rate) is given for hours worked in excess of the standard week.

Annual Leave

The annual leave year runs from 1st October to 30th September. Staff are entitled to 23 working days paid holiday (pro rata for part time contracts) during the course of the holiday year. After two years continuous service, holiday entitlement will increase to 24 days and after four years an additional 2 days are awarded. Time off in Lieu will be awarded (at flat rate) for hours worked on bank holidays.

Salary: HSV4 – HSV5.14 plus Performance Related Pay

An annual pay increase to recognise the cost of living/inflation will be paid subject to approval by the Board of Polyfield Property Ltd. The post is subject to performance review and may qualify for a performance related bonus after completion of a probationary period. Salaries are paid in arrears by credit transfer to a named bank or building society

June 2025



Appointments confirmed at HSV5.14 will be dependent on significant and demonstrable skills and experience which align with the desirable criteria accompanied by the additional accountabilities and responsibilities stated. There will be the ability to move up through the salary grades as knowledge and experience grows within the role and agreed set criteria met. This will be monitored through regular one to one and appraisal meetings.

Pension

The Company will comply with any automatic enrolment duties it may have in respect of you under part 1 of the Pensions Act 2008. The Company is currently using the National Employment Savings Trust (NEST) pension scheme in respect of these duties. Membership of the scheme is strictly subject to the rules of the scheme which may be amended from time to time. If you are enrolled into the NEST pension scheme, the Company shall be entitled to deduct from your salary any amounts payable by you as member contributions. The Company reserves the right to vary or discontinue any scheme in place from time to time.

Additional Benefits

Staff are welcome to use the facilities at Hertfordshire Sports Village in accordance with our staff usage policy. Staff may also nominate one person to receive a discounted membership.

A uniform is provided for all appropriate staff.

As a subsidiary company of the University of Hertfordshire staff may utilise all benefits open to UH staff, this includes access to catering outlets and Learning Resource Centre, discounted travel on Uno buses, access to discounted nursery facilities. Staff may also access courses run by the Staff Development Unit, University and Associated Colleges, assuming this does not conflict with requirements of your post.

There is a sick pay/sick leave scheme in operation.

This document outlines the duties required, for the time being, of the post entitled Project Officer – BUCS and Club Development indicate the level of responsibility. It is not intended to be a comprehensive or inclusive list, and the Project Manager (Club Sport) may vary duties, from time to time, which do not change the general character of the job or the level of responsibility entailed.

PERSON SPECIFICATION

Post Title: Project Officer – BUCS and Club Development

Education & Qualifications	
Educated with a minimum of a bachelor's degree or equivalent qualification or relevant demonstrable experience.	Essential 1
Sports degree or experience in sport management, sport development, or a related field.	Desirable 1
Relevant professional qualification or training in sports administration or event management.	Desirable 2
Experience	
Experience coordinating or delivering sports programmes or events.	Essential 2
Experience of leading others including peers and/or volunteers.	Essential 3
Experience using social media platforms for engagement or promotion.	Desirable 3
Experience with BUCS competition structures and regulations.	Desirable 4
Experience working within higher education or a student-focused environment.	Desirable 5
Knowledge	
Understanding of sports development and student sport.	Essential 4
Awareness of health and safety and good practice.	Desirable 6
Knowledge of BUCS, National Governing Bodies (NGBs), and competitive student sport pathways.	Desirable 7
Skills & Abilities	
Strong organisational and administrative skills.	Essential 5
Ability to manage multiple tasks and deadlines effectively.	Essential 6
Confident communicator with excellent interpersonal skills.	Essential 7
Ability to build rapport with students and external partners.	Essential 8
Competent IT skills, including Microsoft Office and digital media tools.	Essential 9
Values and Behaviours	
Commitment to adopting and promoting service excellence and continuous improvement across all programmes.	Essential 10
Passionate about engaging others into an active lifestyle with the ability to adapt to different situations.	Essential 11
Professional, approachable, and proactive.	Essential 12
Able to work independently and as part of a team.	Essential 13
Able to work well under pressure.	Essential 14
Willingness to work flexible hours, including evenings and weekends if required.	Essential 15
Our Values	
<p>Always demonstrates our WELCOMES values:</p> <p>Welcoming Extra Mile Leadership Consistency</p>	

June 2025

Open & Honest
Memorable
Enthusiastic About Continuous Improvement
Sport First

June 2025

