

Job Description

Post/Job Title:	Programme Manager (Campus Sport Inclusion and Clubs)
Ref:	841
Location including building:	SportBU, Poole House, Talbot Campus
School/Professional Service:	Sport and Culture
Duration if temporary:	N/A
Normal hours per week:	37 (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Number of working weeks if term-time only:	N/A
Grade:	5
Accountable to:	Assistant Head of Sport (Student Sport)
Responsible for & supervises:	Campus Sport Coordinators, Campus Sport Coaches & Campus Sport Activators

Job Purpose

To manage the planning, organisation and implementation of the Campus Sport programme focusing on inclusion, clubs and courses, with the aim of increasing participation and developing sporting habits within and beyond the HE environment and diversifying our offering.

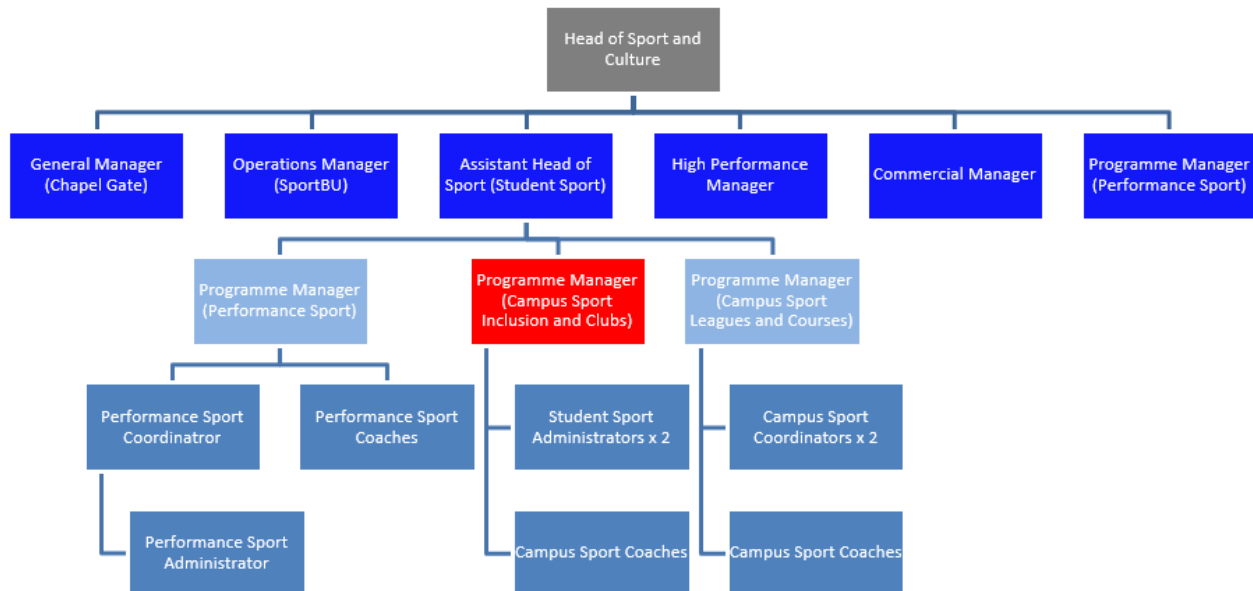
The post holder will have the responsibility to improve student engagement into the programme and raise awareness of the range of activities that the Campus Sport programme has to offer.

Main Responsibilities

1. Manage, develop, coordinate, promote and deliver an annual Campus Sport programme focusing on inclusion, clubs and courses, that will inspire and motivate the student & staff population at BU to develop a life-long sporting habit with the aim to increase the participation
2. Understand the barriers to participation, identify and act upon student demand, to help bring about the increase in sports participation;
3. To investigate and apply for external funding opportunities, that would be a direct benefit to the development of the Campus Sport inclusion activities, clubs and courses;
4. To develop sporting activities that have inclusion at their core to ensure all at BU have the opportunity to take part in sport and physical activity. Design and implement a programme of specific activities aimed at but not limited to; those with additional needs, LGBTQ+ communities, and international communities
5. Work with SUBU, AUB, CoachBU to market the participation sports and physical activity opportunities directly to students;
6. Effective line management of the two Campus Sport Coordinators, to include their recruitment, induction, training and management of work programmes, as well as their performance on a regular basis;

7. Accountable for the effective management and delivery of the Campus Sport Clubs budget (circa £10,000) and to achieve agreed income targets. Review spending, challenge inaccuracies and investigate budget discrepancies in items related to these programmes when required;
8. To generate an annual target amount of income, to help the Campus Sport programme to grow and develop;
9. Implement a robust and effective database to record student engagement on both a quantitative and a qualitative basis;
10. Monitor and track volunteer hours of the Campus Sport Activators through supervision of the Campus Sport Coordinators;
11. Support, develop and maintain effective working relationships (internal and external) with key stakeholders ensuring that activities provide students with suitable pathways and outlets to develop their skills and interests further. Appropriate links with county, regional and national sporting representatives and organisations should be developed, where appropriate;
12. Actively publicise and promote the programme and opportunities via a variety of effective methods (including social media). Identify key student advocates for the promotion and sustainability of the programme;
13. Develop systems and processes for capturing, tracking and reporting satisfaction and impact in student activities. Be receptive and proactive to new opportunities and ideas for increasing participation;
14. Attend key events through the academic year (e.g. Fresher Fair, Performance Trials, Re-freshers fayre and Social Sport sessions) to actively recruit to the Campus Sport programme and promote all activities to the wider student population;
15. Work with CoachBU to create an effective system to recruit and deploy a range of sporting volunteers as Campus Sport Activators to support the effective delivery of the Campus Sport programme;
16. To maintain accurate data and records and actively promote the use of case studies and other evidence suitable for demonstrating impact and behaviour changes. Collect data including participant numbers, details, feedback, comments, videography, social media and photographs. Ensure the programme is reviewed termly;
17. Participate in Sport and Culture and University wide events (e.g. open days, fresher's activities) where appropriate;
18. To undertake any other appropriate duties as required.

Organisation Chart



Dimensions

- Line Management responsibility for the Campus Sport Coordinators and Campus Sport Coaches.
- Campus Sport Clubs budget – approx. £140k

Contacts

Internal: SportBU colleagues, other BU staff, students (especially fair access students), performance captains, Students Union Vice President Activities, Student Union Sports Societies, Academic Schools, Estates, IT, M&C, Legal Services, Res-life and AUB.

External: Customers, performance coaches, Sport England, County Sports Partnership (CSP), Local Authorities e.g. Youth Services, Sports Development Teams, other Universities, Bournemouth & Poole College, Schools Sports Partnership Development Managers, NGB Officers, Sports Coaches, FE and Partner Colleges, Community Sports Networks, and other Volunteer Groups, facility contacts.

Challenges

The challenge of this post lies in –

- Engaging the student population in a wide range of physical activity choices.
- Delivering a year on year increase in income and participation numbers
- Managing a diverse programme with varying strands and delivery models
- Strong problem solving skills - implementing strategies to combat poor stats if required.
- Excellent time management

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in

regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

September 2026

Person Specification

Post / Job Title: Programme Manager (Campus Sport Inclusion and Clubs)		Ref No: 841
School/Professional Service: Sport and Culture		Date: September 2026
SELECTION CRITERIA	Essential / Desirable	
Knowledge (including experience & qualifications)		
Degree or equivalent qualification in a relevant subject area	E	
Significant experience in a sports development environment	E	
Proven experience of managing a large programme of activities with the ability to review and refine processes in line with changing business needs	E	
Experience of working within the Higher Education sector and the barriers that will be present in regards to sports participation	E	
Knowledge of local and Regional sports activities and providers	E	
Proven experience of developing partnerships with sport clubs, NGBs, local activity providers	E	
Proven experience of successful financial administration including budgeting, forecasting, invoicing and procurement activities	E	
Proven management experience with an understanding of HR issues and performance management	E	
Knowledge of Access & Participation Agreements	D	
Suitable experience of project management	D	
Skills		
Excellent interpersonal communication skills with the ability to communicate and network with a wide range of customers & contacts	E	
Evidence of strong organisation and resource management skills	E	
Proven ability to supervise and motivate/inspire staff around you	E	
Proven ability to deliver effective solutions against strategic objectives	E	
Proven problem solving ability	E	
Ability to network and generate new approaches to meet the student need	E	
Excellent IT skills	E	
Ability to gather relevant information/data, present and write reports	E	
Sound numerical skills	E	
Attributes		
Flexible approach to the working day/week, weekend event work is to be expected	E	
Agile and positive approach	E	
Good attention to detail, ability to share information accurately and timely	E	
Proactive approach to work and solving problems	E	
Ability to be able to prioritise workload and manage tasks simultaneously	E	
Ability to work on own initiative and generate new ideas for service delivery	E	
Creative flair	E	
Able to act as a role model to build trust through openness, honesty and integrity	E	
Customer focussed approach to service delivery and commitment to service excellence	E	