



University of  
St Andrews

# Saints Sports – Participation Programme Coordinator, CG1461RH





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# Introduction



Founded in the 15th century, St Andrews is Scotland's first university and the third oldest in the English-speaking world. The University of St Andrews is one of Europe's most research intensive seats of learning. It is one of the top-rated universities in Europe for research, teaching quality, and student satisfaction.

Today, under the leadership of Principal and Vice-Chancellor Professor Dame Sally Mapstone FRSE, the University's strategy is to broaden its global influence, with a focus on diversity, building a culture of entrepreneurship, research excellence, and social responsibility.

From climate science and sustainable development to energy ethics and grass-roots level action across all our communities in which it operates, sustainability is at the heart of the University's strategic vision. World-leading research on sustainability is taking place across the breadth of the University, with researchers addressing key questions on the defining issue of our generation.



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## Saints Sports

Sport plays a significant part in student life at St Andrews and enhances the unique experience of studying at Scotland's first university.

Under the banner of Saints Sport, the Department of Sport and the student run Athletic Union (AU) work in partnership to deliver a range of opportunities across the University, including sport, fitness classes, health services, volunteer programmes, and student development courses.

At Saints Sport we are committed to developing the perfect environment for the pursuit of excellence, enhancing student experience and personal development through involvement in sport and increasing engagement in sport within and outwith the University.

Over half (~65%) of the student body are involved with Saints Sport in some way, making St Andrews one of the leading institutions in the UK for participation in sport and physical activity.

The sports facilities at University Park are located on one site in a tranquil setting just a short walk to the west of the historic town centre and surrounded by seven halls or residence. The University Sports Centre has recently undergone a major £14 million refurbishment and now provides some of the best and most 'student accessible' sports facilities in Scotland. The centre offers a wide range of sporting activities, fitness classes and professional services to students, staff and the local St Andrews community.

Saints Sport also offers bespoke residential training camps for professional teams, clubs, and schools who are attracted to St Andrews by the quality of the pitches and privacy and tranquillity of University Park.





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## Saints Sports

Sports clubs are an integral part of the unique student experience and form a cornerstone of the Saints Sport programme. The vast majority are student led and run, with many of our club coaches and match officials coming from within the student body.

There are over 50 sports clubs at St Andrews, offering activities for all levels of ability or aspiration, whether that is competitive or recreational.

Saints Sport also works closely with other University units including Admissions, Development, Corporate Communications, Student Services, Estates, Residential and Business Services, and is a member of the Saints+ Working Group, tasked with coordinating all non-academic Student Experience activity.

Saints Sport is active externally and is represented on many national and regional bodies. These include British Universities and Colleges Sport, Scottish Student Sport and the sportscotland Area Institute of Sport.





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# Job Description

**Reporting to: Assistant Director (Children Services)**

**Location: St Andrews**

**Job Family: Managerial, Specialist and Administrative**

**Working Hours: 36.25 hours per week**

**Grade/Salary Range: Grade 4, £27,319 - £31,236 per annum**

**Reference Number: CG1461RH**

**Closing date: 27 April 2026**

**Interview date: 13 May 2026**

**Start Date: As soon as possible thereafter**

## Main Purpose of Role

The Participation Programme Coordinator will lead the development, coordination and delivery of a diverse range of programmes for children, young people and adults through the Junior Saints brand and the wider Saints Sport team. A key focus of the role is to identify, design and deliver innovative participation opportunities that generate new income streams, including student and community leagues, golf lessons, staff team-building sessions and the expansion of Junior Saints activities and festivals both on site and across the local community.

The post-holder will adopt an entrepreneurial approach to programme planning, cultivating strong internal and external partnerships and contributing to the continued growth of the Saints Sport participation pathway. The role encompasses the day-to-day design, planning and delivery of weekly after-school sessions during term time, the coordination of holiday sports camps during Fife Council school holidays and in-service days, the oversight of student and community participation programmes.



## Key Responsibilities

1. Plan, implement and deliver Junior Saints activities, including weekly classes, holiday camps and children's birthday parties, and liaise with the University Nursery to support the coordination of appropriate term-time activities. Additionally, coordinate the organisation and delivery of Junior Saints festivals, student and community leagues, and golf lessons, ensuring all programmes are administered and delivered to a consistently high professional standard.
2. Monitor shared email accounts and provide timely, professional responses to all enquiries, ensuring high-quality communication and customer service.
3. Establish and maintain constructive relationships with parents and carers, ensuring consistent communication and a high-quality customer experience.
4. Respond promptly and professionally to any issues or complaints and feedback that arise, resolving them where possible and escalating to the Assistant Director (Children's Services) when appropriate.
5. Create a structured development pathway for high school pupils and students, providing opportunities to upskill, gain practical experience and progress into future coaching and volunteering roles within Saints Sport. This programme will aim to create a sustainable pipeline of trained coaches who can contribute to and enhance Junior Saints delivery in the long term.
6. Provide full and accurate programme information for all Junior Saints classes and camps, as well as golf lessons and leagues, and liaise with the Business Services Team (BST) and Sports Development Team, Directors of Sport to ensure correct setup on the online booking systems (XN/Leisure Hub)



## Key Responsibilities

7. Work with Assistant Director (Children's Services) and contribute to identifying areas where additional capacity can be sold and assist in developing data-driven promotional activity to maximise participation and income generation. This includes supporting the strategic expansion of services into community settings.
8. Work collaboratively with the Marketing and Communications Team to promote programmes effectively, enhance customer engagement and support the delivery of targeted marketing campaigns.
9. Work closely with the Business Services Team (BST) to support the completion of PVG's and coaching contracts and ensuring that all coaches timesheets are completed accurately, processed promptly, and maintained within the allocated budget.
10. Supervise and support Junior Saints coaches and volunteers, ensuring they consistently plan, deliver and review high-quality sessions and maintain up-to-date lesson plans in line with programme standards.
11. Support the Apprentice in developing their skills and confidence in the delivery of sports and physical activities, providing structured guidance, mentoring and opportunities for practice.
12. Attend and contribute to team meetings.
13. Monitor, record and report all programme attendance to the Assistant Director (Children's Services), and areas of Student Sport (Golf lessons, Student Leagues) on a regular basis, ensuring accurate and timely submission of all data to support operational planning, evaluation and income-generation targets.
14. Build strong partnerships with external organisations such as Active Schools, Fife Council, St Andrews Links Trust and Saints Sport colleagues to improve reach and participation across relevant programmes.



## Key Responsibilities

15. Carry out any other duties, commensurate with grade that may be reasonably requested by the Assistant Director (Children's Services).
16. Ensure full compliance with child wellbeing and protection policies, supporting the Assistant Director (Children's Services) with incident reporting, documentation and ongoing Safeguarding Action Plans.
17. Ensure risk assessments are completed and updated for all programmes, activities and community venues, and that safe operational practices are consistently applied.
18. Support the Assistant Director (Children's Services) in monitoring programme budgets to ensure financial sustainability.
19. Oversee the induction, training and ongoing development of coaches and volunteers, ensuring all mandatory training, safeguarding requirements and programme standards are met.

### Special Requirements:

Willingness to work outside normal working hours including some work in the evenings and at weekends.

Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve.



# Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
<p>Education &amp; Qualifications</p> <p><i>(technical, professional, academic qualifications and training required)</i></p>	<p>Educated to degree level in a sport/leisure-related subject.</p> <p>Willingness to undertake further training as appropriate.</p>	<p>Additional vocational training to make an active contribution to the delivery of sports programmes.</p> <p>UKCC, or equivalent, coaching qualifications.</p>	<p>Application form</p>
<p>Experience &amp; Knowledge</p> <p><i>(examples of specific experience and knowledge sought)</i></p>	<p>Knowledge of a broad range of sports and their requirements.</p> <p>Experience of monitoring participation data and producing reports for planning and evaluation</p> <p>Experience of ensuring quality assurance in programme delivery, coaching standards or service provision.</p> <p>Previous sports coaching experience with young adults and children.</p>	<p>Experience using digital systems for programme management (e.g., booking systems)</p> <p>Experience of partnership working and coordinating community-based sport/recreation initiatives.</p> <p>Experience of planning and administering sports events and programmes.</p>	<p>Application form; interview.</p>



# Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
<p>Experience &amp; Knowledge (continued)</p> <p><i>(examples of specific experience and knowledge sought)</i></p>	<p>Experience working with child wellbeing and protection procedures in a children's or youth activity setting.</p> <p>Experience of working as part of a team.</p>		
<p>Competencies &amp; Skills</p> <p><i>(e.g. effective communication skills, initiative, flexibility, leadership etc)</i></p>	<p>Excellent communication and interpersonal skills</p> <p>Ability to develop good working relationships with people at all levels.</p> <p>Excellent organisational and time management skills.</p> <p>Strong digital skills, including the ability to update websites, use online booking systems and support digital communications.</p>	<p>Understanding of community sport development and strategies to engage harder to reach or new participant groups.</p>	<p>Application form; interview.</p>



# Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
<p>Competencies &amp; Skills (continued)</p> <p>(e.g. effective communication skills, initiative, flexibility, leadership etc)</p>	<p>Ability to identify opportunities for participation growth and income generation.</p> <p>Ability to work on own initiative.</p> <p>IT skills necessary for analysis, report writing, presentations and general communication (Microsoft Office).</p> <p>Ability to supervise staff, volunteers and apprentices and support their ongoing development.</p>		



# Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
Competencies & Skills (continued)  (e.g. effective communication skills, initiative, flexibility, leadership etc)	Ability to collect, analyse and interpret participation or financial data to inform decision making.  Ability to multi-task and work under pressure to meet deadlines.		



# Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
<p>Other Attributes/Abilities  (If applicable)</p>	<p>An understanding of the structure of sport in Scotland and the UK.</p> <p>Sound understanding of working within budgetary parameters and contributing to the financial sustainability of programmes.</p> <p>Motivated with a keen interest in sport.</p> <p>You will be required join/update the PVG Scheme.</p>	<p>Knowledge of the local area and key providers of sport and recreation.</p> <p>An understanding of the working practices of University sport.</p> <p>An understanding of the Structure of Scottish Student Sport.</p>	<p>Application form; interview.</p>



# Person Specification

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc.)
Other Attributes/Abilities (continued)  (If applicable)	<p>A strong commitment to child wellbeing and protection, with readiness to undertake CWPO responsibilities.</p> <p>A commitment to observe the University's Equal Opportunities Policy at all times.</p>	Willingness to contribute to and provide added value to student sport on a personal level.	

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.



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## Benefits

St Andrews offers more than just a place to work; it is a place to belong. We value collegiality, inclusion, and wellbeing, and we are committed to creating a workplace where staff can thrive and perform at their best.

In addition to the salary on offer for this position, there are a wide range of benefits for staff working at the University of St Andrews. The package for the Food Service Assistant includes:

- Financial contribution to [relocation](#) where applicable
- Membership of the S&LAS Pension Scheme with generous employer contributions
- Staff discount scheme for local and national goods and services
- Free staff parking, employee Carshare and Cycle to Work Schemes and subsidised local bus travel
- Subsidised sports membership, reduced tuition fees on degree programmes for staff, access to training and development opportunities including LinkedIn Learning, access to library facilities, salary sacrifice scheme
- 30 Days Annual Leave plus 5 Public Holidays.





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# How to Apply



We are committed to creating an inclusive and accessible recruitment process for all candidates. If you would like to request any reasonable adjustments or accommodations during the application or interview process, please let us know, and we will be happy to support you.

We encourage applicants to apply online at [www.vacancies.st-andrews.ac.uk/welcome.aspx](http://www.vacancies.st-andrews.ac.uk/welcome.aspx)

If you have difficulties in completing the online application form, please call +44 (0)1334 461990 or contact [vacancies@st-andrews.ac.uk](mailto:vacancies@st-andrews.ac.uk) for an application pack.

Applications should consist of the online application form only. Please do not upload CVs or covering letters.

For all applications, please quote ref: CG1461RH

The University of St Andrews is a charity registered in Scotland (No SC013532).



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# Equality, Diversity & Inclusion

Equality, diversity and inclusion are at the heart of the St Andrews experience and form a central pillar of the University Strategy. We strive to create a fair and inclusive culture demonstrated through our commitment to diversity awards (Athena Swan, Carer Positive, Race Charters). We celebrate diversity by promoting profiles of BAME, LGBTIQ+ Disabled and Neurodiverse staff and supporting networks including the Staff BAME Network; Staff with Disabilities or Neurodiversity Network; Staff LGBTIQ+ Network; and the Staff Parents & Carers Network. Full details available online: <https://www.st-andrews.ac.uk/hr/edi/>

The University encourages all interested candidates to apply regardless of nationality and all applications received are assessed against the essential and desirable criteria listed in the further particulars. The successful candidate will have to demonstrate their right to work in the UK prior to commencing employment and where required, obtain the right to work in the UK without relying on University sponsorship. Information on other visa options is available at <https://www.gov.uk/check-uk-visa> or by contacting our HR Immigration Team on [himmigration@st-andrews.ac.uk](mailto:himmigration@st-andrews.ac.uk).

The University of St Andrews has also received a prestigious institutional Silver Athena Swan Award in recognition of its continued efforts to advance gender equality across the University (building on our Bronze awards of 2012 and 2017).





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# St Andrews

A modern location surrounded with ancient history, St Andrews is a dynamic and friendly town found on the east coast of Scotland. Situated in the Kingdom of Fife, St Andrews has easy links to nearby commuter towns and transport links (including airports) to the nearby cities of Dundee (13 miles) and Edinburgh (c. 1 hour by train).

St Andrews and the surrounding area is home to a wide range of restaurants and shops, while boasting an array of beautiful beaches. St Andrews is also the home of golf and there are seven local courses including the famous Old Course.

Fife is an area filled history and culture. There are nearly 5,000 listed buildings and 50 conservation areas across the Kingdom, with some historic structures dating all the way back to the 12th century. St Andrews enjoys a microclimate and is typically much drier than western parts of the country.





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# Further Information

In accordance with the new immigration rules, it is with regret that this role does not meet the current suitability requirements set by the UKVI to enable sponsorship of migrant workers.

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Information on other visa options is available at <https://www.gov.uk/check-uk-visa> or by contacting our HR Immigration Team on [hrimmigration@st-andrews.ac.uk](mailto:hrimmigration@st-andrews.ac.uk).





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