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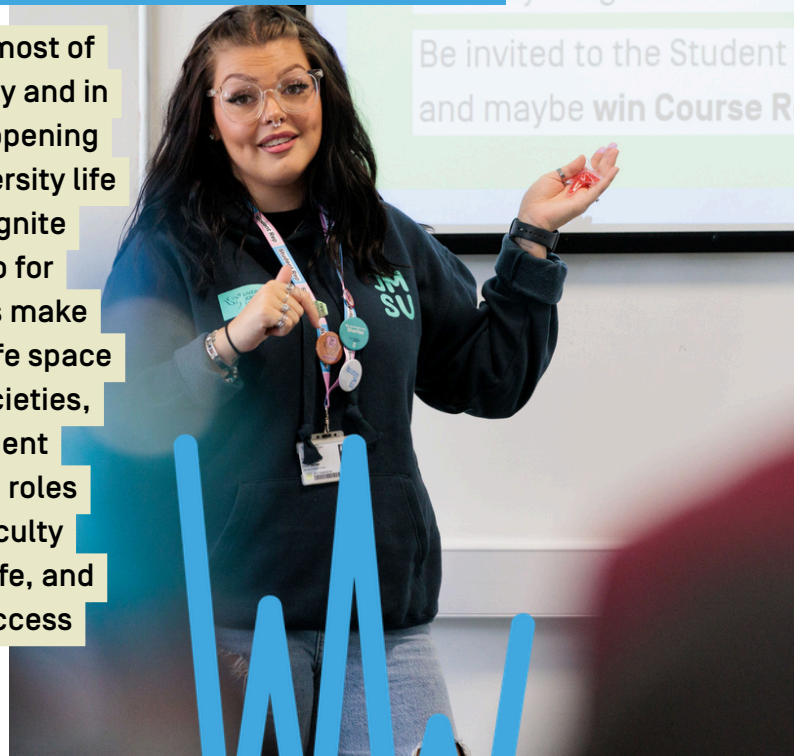


Senior Sports & Student Groups Co-Ordinator



Thank you for your interest in working for JMSU

It's our job is to make sure students get the most of their time at Liverpool John Moores University and in the amazing city of Liverpool. We do this by opening our students' eyes to the opportunities University life brings outside of studying and lectures. We ignite passions, provide new experiences, speak up for positive change and above all, help students make the most of their student experience. Our safe space gives a home to everyone, along with our societies, sports clubs, volunteering, events, independent advice, campaigning and student leadership roles which represent students at a course and faculty level. We work hard to bring great things to life, and look forward to seeing what journeys and success stories our students achieve year on year.



JMSU Fact File

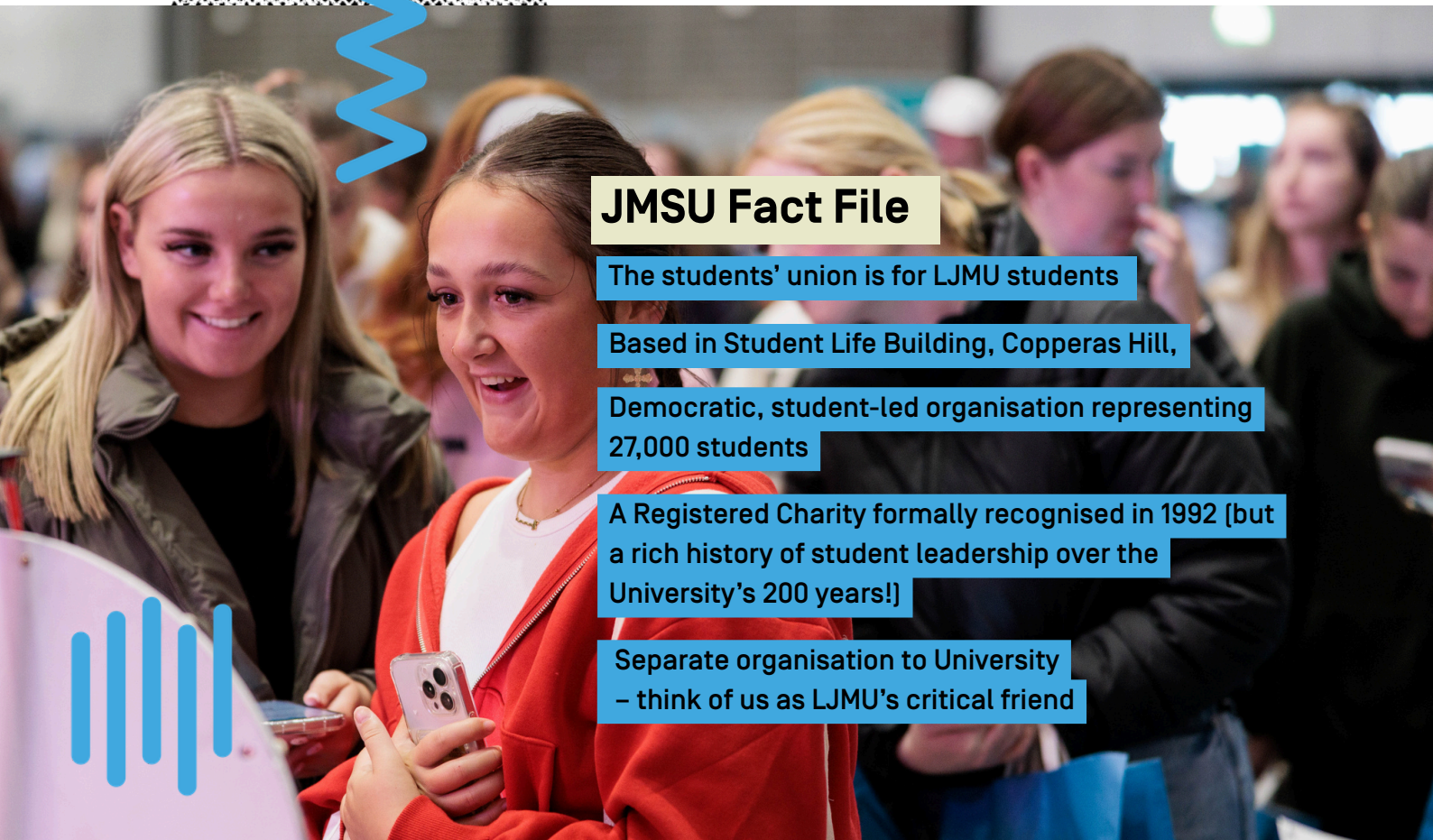
The students' union is for LJMU students

Based in Student Life Building, Copperas Hill,

Democratic, student-led organisation representing 27,000 students

A Registered Charity formally recognised in 1992 [but a rich history of student leadership over the University's 200 years!]

Separate organisation to University – think of us as LJMU's critical friend



Our Strategy

Purpose

We empower students to belong, be heard and to thrive.

Expert Representation

Being an expert in the lives of LJMU students; Capturing, analysing, and advocating to stakeholders to enhance accessibility, quality and the experience of university life.

Building Connections

[Peers, Course, Faculty Union, University, City]

Helping students connect through activity, communities and action. Maximising their time at university to aid student retention, progression, wellbeing, and achievement.



Know our students



Communicate Authentically



Drive Participation & Leadership



Build a Strong & Sustainable Students' Union

Equity, Diversity & Inclusion

How We Are Run

Trustee Board

Our Board of Trustees is made up of four Student Officers, three External Trustees and up to four Student Trustees. They are ultimately responsible for the Charity and establish, with Students, the strategic direction of JMSU and help manage risk and resource. They also support and manage the Chief Executive Officer who is responsible for the overall management and administration of the organisation.

Funding

Each year, the university provides us with a block grant, which is our main source of funding. We also make income through commercial partnerships which support the student experience. As a charity, all money made is reinvested back into the organisation for the benefit of LJMU students.

Staff team

We employ a small but mighty team of around 20 core staff, and approximately 15 student staff. Our Senior Leadership Team includes the Deputy Chief Executive, and the Chief Executive.

Our Student Officers 2025/26

Every year, students can stand to be a Student Officer and lead the direction of JMSU for one academic year, making sure students' needs are at the heart of everything we do. Similarly, each year LJMU students can also vote for the students who they would like to see run our organisation via a campus-wide Elections ballot. Say hello to Josh, Erin, Etienne and Miles - our 2025/26 team.

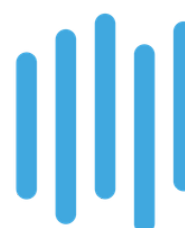
Taking Action on Inclusion

We are proud to be a welcoming and friendly team and want all our people to feel confident to be themselves and feel they belong. We're dedicated to building a diverse and inclusive workplace and are not afraid to admit, we have more work to do. It's important that students can see themselves reflected by our staff team and so we are particularly encouraging applications from LGBTQ+ and Ethnically Diverse candidates who are currently under-represented within our core staff team.



Role Profile

Job Title	Senior Sports and Student Groups Co-Ordinator
Location	The post will work primarily at John Moore's Students' Union's main office (Student Life Building, 10 Copperas Hill) but will require the flexibility to work across our other campus sites and off-campus as and when necessary
Working hours	35 hours per week to be worked flexibly (annualised at 1820 hours per year), including some work on evenings and weekends
Grade / Salary	Grade D (Spine points 15 – 19) currently £30,952 - £34,166 per annum [starting salary will be at the bottom of the pay scale]
Team	Student Opportunities & Development
Reporting to	Opportunities & Development Manager
Staff reporting to this role	No staff line management, but this role involves extensive support, development and coordination of student leaders and volunteers.

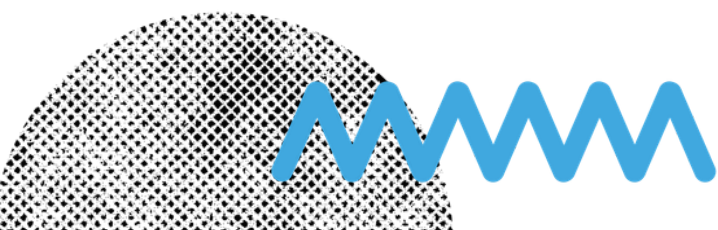


Job Purpose

The Senior Sports and Student Groups Co-Ordinator will take operational ownership for the safe, inclusive, and effective delivery of sports clubs and student group activity at Liverpool John Moores University Students' Union (JMSU).

Working with autonomy within agreed JMSU policies, procedures and budget, the Senior Sports & Student Groups Co-ordinator provides authoritative advice, professional judgement, and leadership to student group leaders and committees, enabling them to deliver high quality activity while meeting health and safety, financial, and governance expectations.

This role will lead on higher-risk activity and health and safety management, acting as a key point of contact for the escalation of operational matters and risk management. You will contribute knowledge and insight to departmental planning, policy development, and service improvement.



Key Accountabilities

- Take operational ownership for the delivery, safety and compliance of sports clubs and allocated student group activity
- Apply professional judgement to assess, manage, and monitor risk; particularly for higher-risk activity
- Act as the first point of escalation point for complex operational, safety, compliance, or conduct issues within student group activity, escalating higher-risk or organisational wide matters to the Opportunities & Development Manager
- Contribute to departmental planning, policy review and continuous service improvement
- Increase participation among under-represented and lower-engagement student groups
- Deliver a high-quality, developmental volunteering experience for student leaders
- Develop and embed effective working practices, guidance, resources and processes to support safe, inclusive and sustainable activity
- Use data, insight and sector knowledge to identify trends, issues and risks and recommend improvements

Responsibilities

Operational Leadership

- Take operational ownership for designated sports clubs and student groups
- Provide authoritative advice and guidance to student leaders on governance, compliance, safety, inclusion, and financial responsibilities
- Apply professional judgement to challenge behavioural issues, resolve disputes and determine when matters require escalation
- Provide advice and support to Co-ordinator roles for sensitive or multifaceted student group matters

Data, Insight & Reporting

- Maintain accurate records of student leaders, participation data, and engagement metrics
- Analyse data and insight to evidence impact, inform decisions, and support reporting to stakeholders
- Capture and share success stories and good practice from student group activity taken where needed

Risk, Health & Safety

- Take operational ownership of higher-risk sports and student group activity
- Review, approve and monitor risk assessments for student group activity, escalating significant high risk or exceptional activity where required
- Analyse accident reports, incident data and compliance trends to identify emerging risks or patterns
- Develop and update working practices, guidance, training, and resources to improve safety, inclusion, and risk awareness
- Work with student leaders to embed a proactive safety culture across sports clubs and student groups.
- Identify, respond to, and appropriately escalate safeguarding concerns in line with JMSU and LJMU safeguarding procedures.

Responsibilities

Working Practices, Policies & Procedures

- Develop, review, and update guidance, templates, resources and operational processes for sports clubs and student groups
- Contribute specialist knowledge to the review of departmental policies and procedures
- Support the Opportunities & Development Manager by identifying operational issues, risks, and improvement opportunities

Development & Participation

- Use research, data, and insight to inform student leader development and the creation of new or improved opportunities
- Lead projects focused on widening participation, increasing activity levels and reducing barriers to engagement
- Support groups to develop and implement long-term development plans to sustain and enhance their impact

- Design and deliver an annual programme of high-quality training, resources and development activity for student leaders
- Manage the implementation of recognition and accreditation programmes that motivate, reward, and retain student leaders

Stakeholder & External Relationships

- Manage key operational relationships with LJMU Sport, BUCS (for complex issues), facilities teams and relevant university departments
- Act as an escalation point for external bodies (e.g. BUCS, NGBs) within remit
- Build and maintain networks with other Students' Unions to share best practice and collaborate
- Work closely with the LJMU Sports Building to support effective bookings and facility use

All JMSU Staff

- Ensure equity, diversity, and inclusion are core to everything we do at JMSU, always acting with respect for others and their differences
- Support the union's Student Officers to achieve their manifesto commitments
- Be an enthusiastic advocate for our members, student leadership and our values
- Support key events throughout the year, including Welcome Week and Elections including weekend and evening work on occasions
- Actively engage in student-facing projects and activities of all kinds as required
- Act in an environmentally sound and sustainable focused way
- Attend all essential and role appropriate training courses, conferences, and meetings necessary to fulfil the duties and responsibilities of the post, taking responsibility for their own continuing professional development
- Provide excellent customer service to students, officers, colleagues, and members of the wider community
- Adhere to all relevant JMSU and/or LJMU policies and procedures
- Ensure understanding and compliance with all relevant legislation including, but not limited to Education Act, Freedom of Speech, HR Policies, GDPR, Health & Safety Regulations, licensing, and insurance
- Undertake any other duties and responsibilities commensurate with the post



Person Specification

Essential

Desirable

Qualifications

- Able to demonstrate the literacy and numeracy skills needed for the role through GCSEs, Functional Skills, other relevant qualifications or practical experience
 - Evidence of ongoing Continuous Professional Development
 - A sport-specific qualification such as Sport Development, Sports Coaching or related subject
- Undergraduate degree or above
 - A health and safety qualification e.g. IOSHH
 - A volunteer development qualification such as Volunteer Management, or significant relevant experience

Experience

- Experience developing student leaders or volunteers
 - Experience taking operational ownership for activity delivery, safety or compliance
 - Experience of mentoring, coaching and providing constructive challenge
 - Ability to work within policies, procedures and compliance frameworks
 - Experience building positive relationships with internal and external stakeholders
- Knowledge of Students' Unions, higher education or volunteer development environments
 - Familiarity with sport governing bodies or BUCS structures
 - Experience of using data and insight to evidence impact and participation
 - Working in a membership-led or democratic organisation



Don't meet every single requirement?

Studies show that women, people with neuro-developmental differences and Ethnically Diverse people are less likely to apply for a job unless they meet every qualification. So, if you are excited about this role but your experience doesn't align perfectly with the job description, we'd love you to apply anyway. You might be perfect for the post or another role at JMSU.



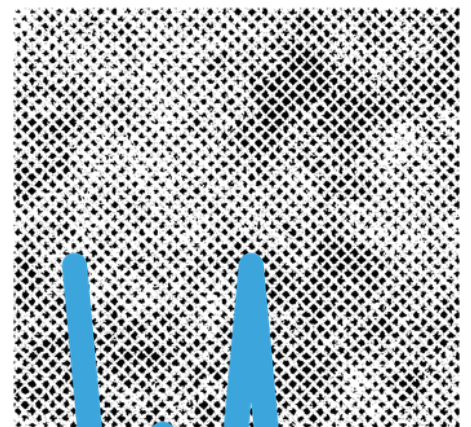
Skills, Knowledge & Expertise

Essential

- Strong understanding of health and safety and risk management, including risk assessments
- Skills in designing and delivering training, development or recognition programmes
- Confidence in managing administration, records and basic financial processes
- Excellent interpersonal skills and the ability to communicate effectively
- Confident IT skills including using Microsoft Office, Teams, and use of a variety of digital technologies
- Excellent time management and organisational skills including consistency in meeting deadlines
- Ability to apply professional judgement and make operational decisions within policy frameworks
- High level of accuracy and attention to detail, particularly when maintaining records, processing financial information and monitoring student group income and expenditure
- Flexible and resilient in response to changing priorities and challenges
- Able to establish positive work relationships with stakeholders
- Thrives in a busy, fast-paced and change-driven environment

Desirable

- Commitment to supporting, enabling, and celebrating volunteering as part of the student experience
- Expertise in the production or management of resources to support volunteer activities
- Knowledge of current trends, resources, and regulatory information in relation to sports and/or student opportunities
- Able to respond positively to challenging situations and solve problems quickly and creatively
- Confidence acting as an escalation point for complex or sensitive issues



Person Specification

Essential

Desirable

Values & Behaviours

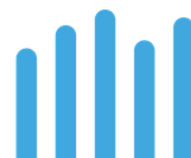
- **A demonstrable commitment to our organisation's values.**
- **Acts with integrity.**
- **Strong commitment to, and understanding of, the principles of equality, diversity, and inclusion, acting with respect for others and their differences.**
- **Comfortable working in a democratic, student-led environment with the ability to empower and build constructive relationships with elected leaders.**

Recruitment Guide for Applicants

The way that we recruit and select our staff is designed to be fair, transparent and inclusive. We want it to be an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience. If you are invited for an interview, we want you to feel at ease and able to give your best. We have put together this guidance to help you along the way.

Practical Tips

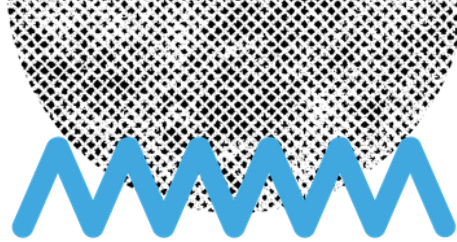
- Do complete the JMSU application form provided to be considered for the role.
- Do complete the EDI Monitoring form This information will not be submitted to the panel but it helps us monitor and review how we can improve diversity amongst our workforce.
- Don't send your CV To reduce unconscious bias, we remove the section of the application form that includes personal details before the shortlisting stage. We cannot easily do this with a CV.
- Application form in Word format please! If you send in PDF format, we have to convert it back to word to separate your personnel details prior to shortlisting.
- Don't attach supplementary documents such as a CV or cover letter, with your application (unless we ask for it as part of the selection criteria). Only your application form will be provided to the selection panel. Everything you need them to know should be included in that form.
- Do request adaptations We want to ensure there are no barriers to recruitment on the grounds of any protected characteristic. Complete section 1 of the application form to do this. The information in the Equality and Diversity Monitoring form is only.



Considering using AI?

AI tools can be useful for providing inspiration, refining language, and even helping to prepare for interviews. They're especially helpful for those who find applying for jobs and preparing for interviews overwhelming or face additional barriers. However, while there are benefits, it's crucial to ensure you avoid any overuse that can damage your chances of being selected. If you do decide to use AI, it's vital to ensure your application is an accurate reflection of your unique strengths.

Here are some tips that may help:-



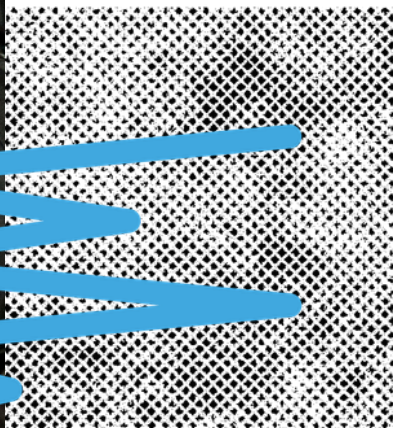
1. Personalise Your Application: Use AI to help you get started on drafts, structure and ideas, but make sure your final application is tailored to your experiences, skills, and personality. Show how your values align with JMSU's and highlight what makes you unique.

2. Avoid Direct Copying: Rather than pasting AI-generated content directly, use it as a foundation. Make sure your application is original and authentic.

3. Proofread and Edit: AI-generated content can sometimes include irrelevant or inaccurate information. It's so important you are truthful about your experience and what you can bring to the role. Always review and refine the text to ensure it reflects this.

4. Check for Repetition: If multiple candidates use the same AI tools, there's a good chance we will see lots of similar responses. Make sure each part of your application is unique to you.

5. Be Mindful of Prompts: AI might include unnecessary text, like "Here's your answer." Including them in your response is a huge giveaway! Make sure to remove any prompts or extra text that don't belong in your applications!

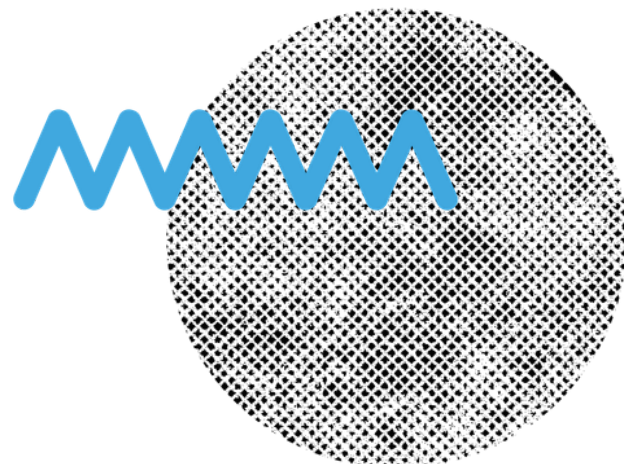
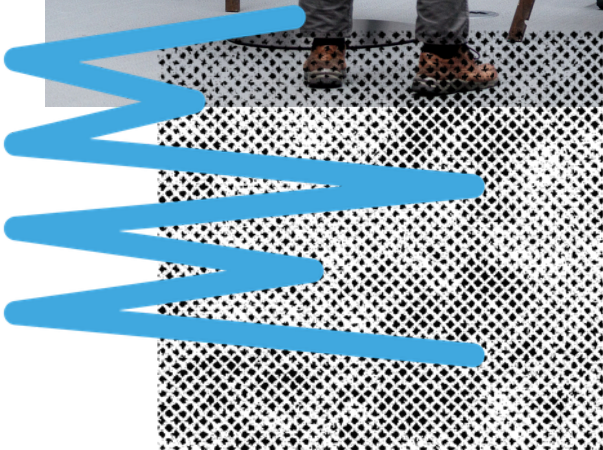


Completing your application form

Our application form asks for your existing qualifications and previous employment history. If you have any gaps in your education or employment history, please provide information/evidence to outline the reason. The supporting statement is a key part of your application. Here, you must show how you meet the essential and desirable criteria for the role outlined in the Role Profile. To make sure you do this clearly and concisely, we recommend considering the following approach:



- Take each criterion, [using headings is helpful] and write about how the qualifications/training, skills or experience you have, meet these requirements.
- You can group more than one criterion if it makes sense to do so.
- Use examples, wherever possible – projects you were involved in, presentations delivered etc.
- Think about your transferable skills, volunteering, community work, leisure pursuits etc. How may they apply to the criteria for the role.
- If you don't currently meet all the criteria, tell us how are you working towards this i.e. training, or voluntary work? Although some criteria are necessary to perform the role effectively from the start, not all criteria are a deal-breaker and you may be able to work towards achieving – talk about how you may approach this.
- Finally, explain how you see your values may fit with JMSU, why you want this opportunity and how it will benefit you and JMSU.



Our Process

Certain aspects will differ depending on the nature and requirements of a role but, this should give you a flavour of what to expect. Please note that we do not currently use an automated system to collate and respond to applications. We can receive a large field of applicants and as we use the human touch, a response can take a little longer than we would prefer but, we promise we will get back to you – we just ask for patience!

Do you want to find out more about the job?

The advert may have an email contact for the Recruiting Manager. Applicants are very welcome to request a call for an informal chat about the role and/or JMSU if the Advert or Job Pack doesn't answer your question. If you have a query about the process but, can't find an answer here contact jmsu-recruitment@ljmu.ac.uk.

Complete & Submit your Application Form and Equality & Diversity Form

We don't automatically confirm receipt of applications but, will provide one on request. Please note that this may not be until the closing date.

Following the Closing date

Applications are collated and the personal details section is removed. The anonymised applications are provided to all the panel members for shortlisting. Information from your Equality and Diversity form is never shared with the selection panel.

Shortlisting Stage

All panel members review and score the applications separately.

They use a points system to score how far each applicant demonstrates they meet the criteria for that role.

Half the points shown below are scored for desirable criteria :

- 0 = No evidence / does not meet requirements
- 1 = Partial evidence
- 2 = Full evidence / fully meets criteria
- 3 = Evidence of exceptional performance / exceeds expectations

The points are totalled, and following a 'sense check' the highestscoring candidates are invited to the Interview stage of the selection process.

Guaranteed Interview Scheme for Ethnically Diverse Applicants

We know applicants from ethnically diverse backgrounds may have experienced additional barriers when applying for a new role. We are taking positive action to address an under-representation in our core staff team and offering internal and external candidates from ethnically diverse backgrounds a guaranteed interview where they meet all the minimum essential criteria for the role. For Guidance about the scheme see <https://www.jmsu.co.uk/about-us/work-for-us>.



Invites to Interview

We will email you an invite to interview, at least 5 days before the interview date. This may be less where the interview date has been provided in the job advert. We will attach a candidate brief outlining: the date, arrival time, location, map, selection panel, where and whom to report to, selection methods, timings for the day, and any preparation you will need to do beforehand.

Please let us know if you have any accessibility requirements that would make interviewing more comfortable for you.

Unsuccessful applications

We receive a high number of applications and unfortunately we are unable to contact everyone who is not selected for an interview. If you have not heard from us by the advertised Interview date, please assume you have been unsuccessful. You are welcome to contact jmsurecruitment@ljmu.ac.uk to check this and if you require feedback.

The Interview Stage

The selection process may differ depending on the nature and seniority of the role but, is likely to involve at least two of the following elements (Student Staff will normally attend an on-line interview):

- Tour of the building, so you can get a feel for our environment and working style.
- In-person panel interview (questions will be provided in the brief).
- Pre-prepared report or presentation (the topic will be included in the brief, and you will usually be required to submit this prior to the interview, with delivery/discussion on the day).

- Unseen written job-related exercise (You will be presented with this on the day and given an allocated amount of time to complete it) The interview will start with the panel introducing themselves, chatting about the role as well as the structure of the interview. You will also have the opportunity to find out more about JMSU, the job you have applied for, and to ask the question you have. All candidates are asked the same questions but, depending on your response the panel may probe further for clarification. We recognise the process is challenging and we want you to be comfortable and give your best.
- We are happy for you to bring notes to the interview and refer to them as necessary.
- Feel free to ask the panel to repeat or rephrase a question, pause to take a break or come back to a question later in the interview.
- We give our assurance that your ability to maintain eye contact, or being nervous in an interview environment, will not impact our judgement of your ability to do the job.



After the Interview

The Recruiting Manager will let you know when you can expect to hear from them. This may be by phone or email and you will be offered feedback. Equally, if you decide the role or JMSU isn't for you, we would be grateful if you would let us know as soon as you are sure.

You've been offered the job – What next?

The Recruiting Manager (or nominated colleague) will contact the successful candidate to make a provisional offer of employment. They will discuss with you:-

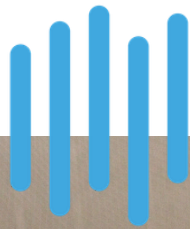
- Starting salary (we always appoint at the minimum of the salary scale).
- Whether you need to provide notice to a current employer and a potential start date.
- Any individual requirements (i.e. agreeing to honour existing holidays/specific work pattern/Hybrid arrangements etc).
- Consent to contact your referees If you are happy to verbally accept the offer, you will be sent a provisional offer in writing, Your appointment will be subject to pre-employment checks. Your letter will outline the main terms and conditions and details of how the pre-employment checks needed.



Pre-employment checks

All offers are subject to the following pre-employment checks:

- Proof of Right to Work in the UK (see separate guidance).
- Two satisfactory references (one of which should be your current or most recent employer).
- DBS disclosure (where identified in advance as being a role requirement).
- Evidence of qualifications stated on your application that are a requirement of the job.
- 6-month probation period Should the pre-employment checks not be satisfied the offer of employment may be withdrawn.



Confirming the offer and onboarding

Once pre-employment checks are completed, your Recruiting Manager or the People & Culture Manager will be in touch to confirm your start date and you will be sent written confirmation of the offer with your contract of employment. Your recruiting manager will stay in touch throughout and will be planning your induction to help you get off to a flying start and welcome.

