UNIVERSITY OF CAMBRIDGE

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Sports Club Coordinator (BUCS)

University Sports Service

Closing date: 1 December 2026
Job Reference: DG51666









Race Equality Charter Bronze Award

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Athena SWAN Silver Award

Sports Club Coordinator (BUCS)

Salary:
£31,861 – £36,320 per annum.

In addition to the base salary stated above, the successful candidates for this post will receive an additional 2.5% supplement to their pay whilst the pay review is ongoing.

Contract:
Permanent.

Location:
West Cambridge.

Department:
University Sports Service.

Responsible to:
University Sports Coordinator

Working Pattern:
Full Time, 36.5 hours per week, Monday to Sunday, including some evenings and weekends.

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that only be performed on university premises.

Purpose of the role

This role holder will coordinate and oversee the University Sports Clubs' involvement in British Universities and Colleges Sport (BUCS) competitions. They will also act as the main point of communication between the University Sports Service and University Sports Clubs on BUCS related matters.

The role holder is part of a team that supports the delivery of the Strategy for Sport by providing guidance and administrative support to University Sports Clubs.

Key responsibilities:

Sports Club Governance Support

- Build and maintain positive working relationships with BUCS, National Governing Bodies of Sport (NGBs), University of Cambridge Sports Club and other UK universities.

- Represent the University at BUCS regional and national meetings, participating in discussions on governance and competition structures, communication strategies and voting on behalf of the institution.

- Interpret a range of BUCS regulations, NGB rules and facility requirements to provide immediate support and guidance to Club Committee members on competition entry requirements, dealing with walkovers, playing under protest, fixture rearrangement and fines. To negotiate with other UK institutions on behalf of student clubs and identify which issues need additional input from the Senior Management Team.





- Deal with BUCS Appeals and disputes in accordance with BUCS rules, producing appeals documents to be signed off by the Senior Management Team, and representing the University in appeals hearing.

- Ensure University Sports Clubs contact information is up to date and circulate across the team as required. Organise the content and run a range of information/training sessions for University Sports Clubs.

- Develop the application process for training and competition facility allocations for University Sports Clubs and oversee the development of the annual programme for sign off by the Senior Management Team.

- Act as a point of communication between the University Sports Service and University Sports Clubs to support the activities of the Clubs. This includes assessing the gravity of welfare, sporting, health and safety and reputational risk queries, knowing when to deal with issues or refer to a member of the Senior Management Team.

Coordination and Administration of Playing Programme

- Negotiate with University Clubs, other universities with BUCS fixture times and dates. Coordinate and confirm weekly BUCS fixtures with other Universities Sports Departments and the University Sports Clubs. Communicate with Club Committee members on BUCS fixtures, cancellations, rearrangements, and changes in venues.

- Maintain an up-to-date record of BUCS fixtures and venues for University Sports Clubs. To update and amend daily to reflect fixture changes, cancellations and walkovers. Coordinate and input all the information for the University on the BUCS fixture system, meeting deadlines set by BUCS, including competition entries, venues, rescheduled matches, results and appeals

- Assist Sports Clubs in finding and booking facilities for BUCS fixtures. To set the timetable for fixtures at multiple University locations and facilities, ensuring that bookings are entered on the computerised booking system, that Clubs and BUCS are notified, and Sports Service staff appraised of playing, officiating and spectator facility needs.

- Circulate strategy documents, competition structure information, individual competition information and questionnaires received from BUCS to the appropriate staff and University Sports Club Committees. To discuss new regulations and competition requirements with Clubs and represent their views to BUCS.

- Ensure that all fixtures and competitions taking place in the University sports facilities are booked onto the bookings database and that appropriate space for those activities is available.

- Liaise with the Bookings and Membership Team, Sports Facilities Staff and Ground Staff to ensure that appropriate facilities and equipment are available for BUCS fixtures and competitions.

Coordination and Administration of Central Services and Resources

- Coordinate transport and travel arrangements for Sports Clubs within the contractual terms and conditions set by service providers.

- Input into annual grants and resource allocation processes.

- Support sports club with teamwear enquires and orders including designs, minimum order quantities, delivery expectations and funding.

Publicity

- Obtain new Officer contact information from Clubs and update relevant databases.

- Proactively engage with University Sports Clubs in relation to varsity match dates and record results. Design, populate and maintain a database of results and liaise with the Marketing and Communications Team to publish information on the Sports website, social media and publications.

- Administering the match day social media, website information and live streaming.

Person Specification

Criteria	Essential	Desirable
Experience		
Experience of working in the organisation of Sports Clubs and competitions, preferably regarding BUCS, is essential.	✓	
Knowledge or experience of auditing.		✓
Experience of working in a busy office environment.	✓	
Experience of co-ordination and support for administrative functions.	✓	
Experience of team working.	✓	
Skills		
Knowledge of the sport club operations in the HEI sector.		✓
A good knowledge of BUCS rules and regulations.	✓	
Extensive practical knowledge of using spreadsheets, graphs, email, and word processing software.	✓	
Ability to prioritise workload and manage concurrent projects; often with conflicting deadlines.	✓	
Strong organisational skills.	✓	
Ability to communicate clearly and concisely on the telephone, in writing and in person at all levels, both internally and externally.	✓	
Ability to communicate detailed and complex information, to a range of non-specialist staff and students.	✓	
Problem solving skills.	✓	
High level of accuracy and attention to detail.	✓	
Tact and diplomacy and understanding the need for confidentiality.	✓	
Qualifications		
Educated to A level standard or equivalent level of practical experience.	✓	
Additional Requirements		
Positive flexible approach to work.	✓	
Some evening and weekend work will be required to meet with Clubs, deliver training and attend events.	✓	

The Sports Service

The opportunity to engage in sport and physical activity is such an important part of university life.

As the Strategy for Sport and Physical Activity makes clear, our focus is on participation at all levels, while also ensuring that those who achieve excellence have the best possible support. Our new strategy aims to enable and support the continued pursuit of physical activity and sport at Cambridge, for all, in the best possible facilities, and backed by the most dedicated of professional staff.

Bhaskar Vira, Chair of Sports Committee and Pro-Vice-Chancellor for Education

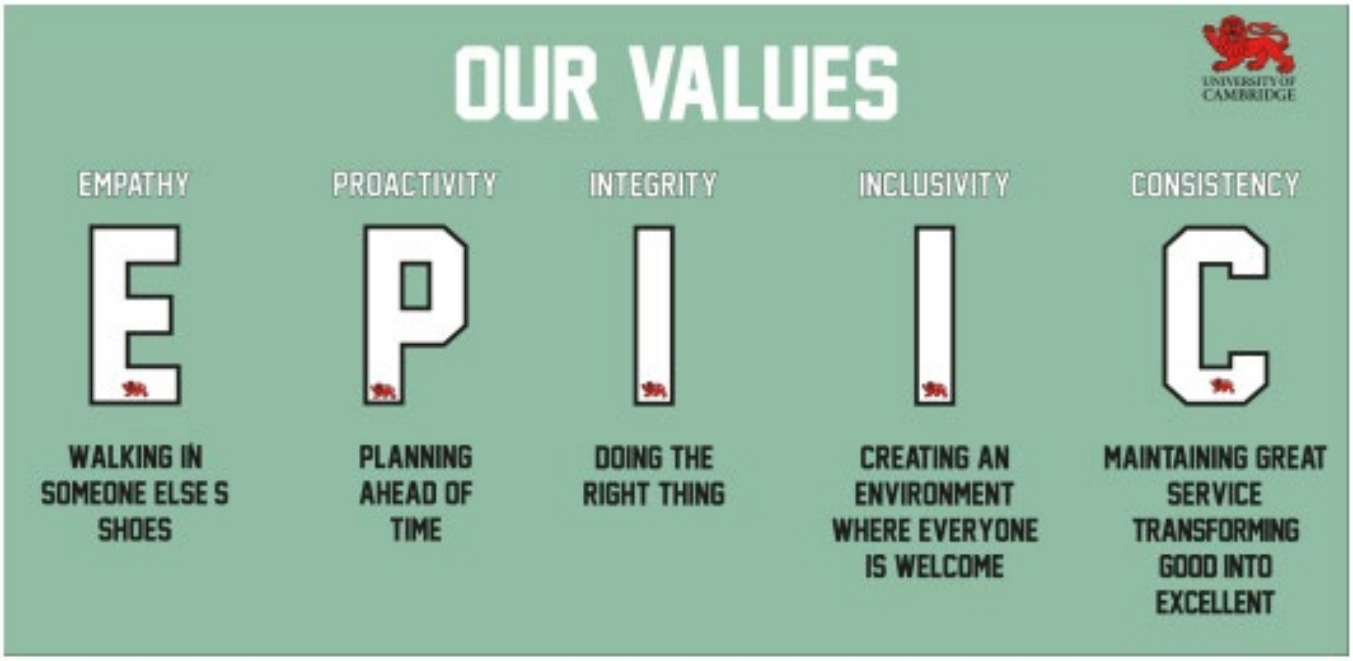
[Strategy for Sport & Physical Activity 2023 - 2027 | Sport at Cambridge]

As the Strategy highlights, the University Sports Service is committed to developing sport and physical activity opportunities within the University (staff and students) and across Cambridgeshire.

Sport at Cambridge is supported by a fantastic range of sports facilities. Opened in 2013, the University Sports Centre has a fitness suite, sports hall, squash and fives courts, studios and team training room used by international performance athletes. Two Padel Tennis Courts opened in Summer 2024 with a further two courts and an indoor Tennis Centre planned to open in 2027.

The Sports Service also maintains dedicated athletics and hockey facilities at Wilberforce Road Sports Ground, while cricket and tennis have their home at Fenner's, one of the country's most historic and iconic sports venues. The Service works with a range of other club and college grounds across the city, recently operating Grange Road Rugby Union Football Club and plans to expand across additional sites in 2027.

More information on the Sports Service can be found at: www.sport.cam.ac.uk



Terms of Appointment

Tenure and probation
The appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a six-month probationary period.

Hours of Work
Monday to Sunday with occasional evening and weekend work, full-time, 36.5 hours per week.

Pension
You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/

Annual leave
Full-time employees are entitled to annual paid leave of 36 days inclusive of public holidays.

Pre-employment checks

Right to work in the UK
We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications
The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post, you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks:
No screening checks are required for this role.

Information if you have a disability
The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at:

http://www.admin.cam.ac.uk/offices/hr/staff/disabled/

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator via recruitment@sport.cam.ac.uk who is responsible for recruitment to this position.

The University of Cambridge

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

"Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society."

Professor Deborah Prentice,

Vice Chancellor 2023



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality, Diversity and Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: http://www.equality.admin.cam.ac.uk/

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit https://www.accommodation.cam.ac.uk/RelocationService/. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit: https://www.accommodation.cam.ac.uk/





What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.



Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.

What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: https://www.childcare.admin.cam.ac.uk/

The Newcomers and Visiting Scholars Group (https://www.nvs.admin.cam.ac.uk/) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.



Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the Cambridge Festival, which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.

How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Please use the ‘Suitability for the Role’ section of the Application Form to provide details of how you meet the Person Specification (page 4 of this Further Information document).

Please ensure you provide original and authentic responses to all statements made within your application. We strongly discourage the use of artificial intelligence, automated tools, or other third-party assistance to generate, draft, or significantly modify your application.

Informal enquiries are welcomed and should be directed to James Barclay, University Sports Coordinator and Lucy McGennity, Sport and Physical Activity Manager via recruitment@sport.cam.ac.uk to arrange a telephone call or visit to the Sports Centre.

If you have any queries regarding the application process, please contact: recruitment@sport.cam.ac.uk

The closing date for applications is **Tuesday 1 December 2026**

Interviews will take place on **Tuesday 8 December 2026**

