



Job Description

Position Title	Sports Coordinator
Department/School	Campus Life and Welfare Development
Reports to	Manager Campus Life and Welfare
Supervises	None
Position Level	BAND 1 (GSS)
Purpose Of the Role	The Sports Coordinator is responsible for organising and managing sports programs and events, promoting student participation and healthy lifestyles, overseeing facilities and equipment, collaborating with internal and external partners, and ensuring safety and compliance within the university.
Detailed Roles & Responsibilities	
Service Delivery	• Planning and organising sports programs and events • Providing support and guidance to participants • Promoting student engagement and participation in sports • Facilitating communication about schedules, updates, and events • Collaborating with internal departments and external partners • Monitoring and evaluating program effectiveness
Quality	• Responsiveness and support for participants and staff • Effective organisation and planning of programs and events • Ensuring safety and regulatory compliance

	• Clear and strong communication skills • Leadership and proactive initiative-taking • Efficient resource and budget management • Promotion of inclusivity and diversity • High-quality and successful program delivery
Team work	• Collaboration and sharing of responsibilities • Flexibility and adaptability to team needs • Active participation in team activities and meetings • Contributing ideas and solutions • Supporting team goals and objectives • Conflict resolution and problem-solving skills
Administration	• Effective record-keeping and documentation • Managing schedules and deadlines • Organising meetings and appointments • Handling correspondence and communication • Maintaining accurate data and files • Budgeting and financial management • Implementing policies and procedures
Qualification & Experience	Bachelor's Degree in Physical Education, Sports Management, or related field with Certification in Sports Management, Coaching, or fitness training (optional but preferred). First aid and emergency response certification (optional but advantageous). Experience • 2-4 years of experience in sports management, coaching, or event coordination • Experience organising sports events, tournaments, and training sessions • Ability to manage sports teams and coordinate with coaches and players • Familiarity with facility management and safety protocols in sports environments • Proven skills in teamwork, leadership, and problem-solving in sports settings

Key Deliverables	• Organise and manage sports tournaments, competitions, and events • Monitor and evaluate athlete performance and progress • Ensure availability and proper functioning of sports gear • Effective communication between stakeholders regarding schedules and requirements • Promote sports programs and activities within the community or institution
Key Selection Criteria (KSC)	1. Relevant Experience • Demonstrated experience in organising sports events, training, or sports management roles 2. Knowledge and Skills • Strong understanding of sports rules, safety standards, and facility management • Excellent organisational and planning skills 3. Leadership and Teamwork • Ability to lead, motivate, and manage sports teams and staff • Collaborative approach to working with diverse groups 4. Teamwork & Collaboration • Proven ability to work collaboratively in a team environment • Contribution to team planning and organisational initiatives • Willingness to support broader institutional activities 5. Problem-Solving and Decision-Making

	Ability to handle logistical challenges and emergencies efficiently
Compliance	- Adhere to SINU policies, OHS, and Code of Conduct - Support quality assurance and accreditation requirements
Terms and conditions	This position is offered on a fixed-term contract of five (5) Years, Subject to performance review and renewal in accordance with university Policies Annual Salary Range: \$ 43,920.72 - \$68,447.11 Annual Leave Entitlement: 20 working days Annual Gratuity: 15% of annual basic salary (paid bi- annually) Housing: A 15% housing allowance of basic salary and/or access to university rental policy schemes
	SECTION H - APPROVAL (Business use only) <i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:</i>  Aruana Runimetu 1/09/2026 Director Human Resource Date-Approved Additional Comments: