

Job Title: School Sport Officer

Unit/School: Cardiff Met Sport

Grade: 3A/B

HERA: CMETS104

Core purpose of role

The postholder will collaborate with schools to design and implement engaging initiatives, ensuring greater participation in sport and physical activity. As a central figure in the Active Young People programme, they will drive opportunities for young people to access high-quality sport and physical activity, strengthening connections between services and schools. If you are driven to inspire and empower young people through sport, we'd love to hear from you.

Key Responsibilities and Contributions

- Plan and implement physical activity interventions for primary, secondary, and special schools, with a focus on engaging students from the Southern Arc who face the greatest barriers to participation.
- Design and deliver programmes that align with the Health and Wellbeing Area of Learning Experience (AoLE), using insights from teachers and pupils to ensure relevance and impact.
- Integrate Open Campus placement students and projects into school-based initiatives to enhance programme delivery and learning outcomes.
- Develop a structured Continuing Professional Development (CPD) programme for teachers and young people, equipping them with the skills and knowledge to promote physical activity sustainably.
- Support schools in embedding physical activity into their curriculum through targeted training and resources.
- Work closely with internal stakeholders to connect communities and underrepresented groups with opportunities for physical activity.
- Support the Active Young People (AYP) Pathway Manager in fostering partnerships with National Governing Bodies (NGBs), professional and voluntary clubs, and external organisations to enhance school sports provision.
- Take a whole systems approach, developing a strong understanding of the school sport and physical activity landscape across Cardiff.
- Track and evaluate programme effectiveness by collecting and analysing relevant data.
- Produce quarterly learning logs to demonstrate the impact of interventions and inform future improvements.

- Carry out additional duties as required, in line with the role's responsibilities and grade.
- Represent the university as a brand champion, embodying its values and ensuring all work aligns with best practices and organisational goals.

Person specification

Essential qualifications / Professional memberships

- Ordinary/Honours Degree or equivalent experience gained from a broad range of environments.

Essential experience, knowledge and skills

1. Knowledge of the Health and Wellbeing AoLE.
2. Experience of developing community or school interventions to positively impact behaviour change.
3. Experience of delivering inclusive provision and opportunities.
4. Experience of developing and improving relationships with stakeholders and partners.
5. Experience of co-designing activities and programmes to increase engagement.
6. Have a high level of customer service experience, with the ability to respond to requests in an appropriate and timely manner.
7. Excellent time management skills to achieve a programme of complementary projects.
8. Ability to identify gaps in provision and work innovatively to create new and sustainable programmes.
9. Ability to work with internal and external stakeholders to create sustainable projects for the benefit of the local community.
10. Be able to develop and evaluate projects and, from that learning, make improvements.
11. Be able to write risk assessments in line with health and safety requirements.
12. Ability to work as part of a team, meet agreed deadlines and work on own initiative.

Desirable

1. Equality & diversity training.
2. Disability Inclusion Training.
3. First Aid Certificate.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post requires an enhanced DBS child barred list check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.