

Job Title: Open Campus Coordinator

Unit/School: Cardiff Met Sport

Grade: 4A/B

HERA: CMETS72

Core purpose of role

The Open Campus Coordinator will collaborate with schools across Cardiff, particularly within the Southern Arc, to identify gaps in sport and physical activity provision and co-design tailored Open Campus activities and initiatives. As an integral member of the Active Young People team, the postholder will contribute to the Move More physical activity and sport strategy, driving opportunities for young people and local communities to engage in high-quality sport and physical activity.

They will connect service users, national governing bodies, and closely work with academic teams within Cardiff School of Sport & Health Sciences (CSSHS) to enrich the student experience by facilitating meaningful placement opportunities with Cardiff Met Sport.

Key Responsibilities and Contributions

- Lead the development and delivery of the Open Campus framework, including a varied programme of cross-curricular activities for participants and students that aligns with and contributes to the Move More physical activity and sport strategy.
- Coordinate the involvement of primary and secondary schools in Open Campus activities within curricular and external placements, ensuring strong links to the Move More strategy and its aims to increase participation in sport and physical activity across Cardiff.
- Deliver on agreed success measures to ensure positive participant and student experiences within the Open Campus programme.
- Line-manage the Open Campus placement students, ensuring the smooth and efficient day-to-day operation of programmes.
- Collaborate with Cardiff School of Sport and Health Sciences (CSSHS) to achieve key outcomes set by the Open Campus Steering Group.
- Strengthen partnerships with National Governing Bodies, schools and community groups to enhance the Open Campus experience for students.
- Foster effective relationships with internal stakeholders, including CSSHS, Cardiff Met Sport, and schools.

- Design and deliver programmes aligned with the Health and Wellbeing Area of Learning and Experience (AoLE), incorporating feedback from teachers and pupils to improve services.
- Integrate Open Campus placement students and projects into school initiatives to improve programme delivery and learning outcomes.
- Develop a Continuing Professional Development (CPD) programme for students to support learning and ensure high-quality delivery.
- Monitor and evaluate programme impact through data collection and analysis, producing quarterly learning logs for ongoing improvements.
- Act as a brand ambassador for Cardiff Met University, upholding university values and ensuring best practice in all activities.

Person specification

Essential qualifications / Professional memberships

- Ordinary/Honours Degree or equivalent experience gained from work within community development or the higher education sector.

Essential experience, knowledge and skills

1. Proven project and event management experience within sport and/or community development.
2. Experience in developing and delivering sport programmes in community and school environments.
3. Knowledge of academic curriculum development and the new curriculum for Wales, especially within the Health and Wellbeing Area of Learning and Experience.
4. Experience in delivering inclusive provision and supporting diverse needs.
5. Strong stakeholder relationship development skills, both internal and external.
6. Excellent customer service experience with a focus on empathy and understanding.
7. Strong problem-solving and creative thinking abilities.
8. Comprehensive knowledge of the UK sport and physical activity landscape, key issues, and the sports development industry.
9. Ability to create and implement marketing and communications strategies to support programme goals.
10. Competency in following health and safety policies, writing risk assessments, and ensuring programme compliance.
11. Excellent communication skills, with a proven ability to work independently, meet deadlines, and collaborate effectively within a team.
12. An ability to prioritise a heavy workload and monitor the workload of placement students.

Desirable

1. Experience of working in HE.

2. Experience of working with academic schools and managing student placements.
3. Equality & diversity training.

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.