



Job Title: Disability and Inclusive Sport Coordinator

Unit/School: Cardiff Met Sport

Grade: 4A/B

HERA: CMETS149

Core purpose of role

The Disability and Inclusive Sport Coordinator exists to increase access to, visibility of, and engagement in inclusive sport and physical activity for children and young people across Cardiff. The role leads on developing high-quality disability sport opportunities by working collaboratively with schools, National Governing Bodies (NGBs), community organisations, and local partners, with a particular focus on the Southern Arc. Through identifying gaps in provision and co-producing solutions, the postholder will help ensure that all young people, regardless of ability, can participate meaningfully in sport and physical activity.

As a key member of the Active Young People team, the coordinator will deliver inclusive initiatives within schools and health pathways, support colleagues to embed inclusive practice across all programmes, and contribute to the delivery of the Move More physical activity and sport strategy. The role will drive partnership working to ensure the sustainability of disability sport across Cardiff, develop practical resources that promote equitable practice, and connect service users with inclusive opportunities. Ultimately, the post aims to create a more inclusive, connected, and impactful sport and physical activity system for young people and communities across the city.

Key Responsibilities and Contributions

- Lead the development and delivery of school-based disability and inclusive sport programmes, including a varied programme of initiatives that aligns with and contributes to the Move More physical activity and sport strategy.
- Develop community sport and physical activity opportunities that reduce barriers to participation, adapting your approach depending on needs identified.
- Align stakeholders around shared outcomes and coordinated action, reducing duplication and fragmentation.
- Collaborate with key partners to plan, deliver and evaluate programmes and events.
- Support Cardiff Met Sport colleagues to ensure all work streams and opportunities are fully inclusive.
- Build and maintain strong partnerships across schools, National Governing Bodies, community organisations, and health services.
- Foster effective relationships with internal stakeholders, including CSSHS and Cardiff Met Sport.



- Support referral pathways for children, young people and adults to access sustainable physical activity opportunities across Cardiff.
- Support and deliver (where appropriate) Continuing Professional Development (CPD) for school staff and Cardiff Met students to support learning and ensure high-quality, inclusive practice.
- Monitor and evaluate programme impact through data collection and analysis, producing quarterly learning logs for ongoing improvements.
- Champion inclusion so that participation in sport and physical activity becomes a visible and expected part of community life.

Person specification

Essential qualifications / Professional memberships

- Ordinary/Honours Degree or equivalent.

Essential experience, knowledge and skills

1. Proven experience of working within sport, physical activity and/or community development.
2. Experience in engaging with disabled people in sport and physical activity.
3. Experience in delivering inclusive provision and supporting diverse needs.
4. Strong understanding of how to support and influence behaviour change in individuals.
5. Effective stakeholder relationship development skills.
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 Higher Education.
2. Knowledge of the Curriculum for Wales, in particular the Health and Wellbeing Area of Learning and Experience (AoLE).



- Experience of whole systems working.

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.