



Candidate Information

Position:	Sports Development Assistant - Performance
School/Department:	Student and Campus Experience
Reference:	26/113327
Closing Date:	Monday 18 May 2026
Salary:	£23,607 - £25,641 per annum.
Anticipated Interview Date:	Friday 29 May 2026
Duration:	9 months

JOB PURPOSE:

The post holder will assist the Performance Sport Manager and other Queen's Sport staff and volunteers to administer, co-ordinate and support the delivery of Performance Sport programmes, projects and initiatives. Working as part of a team to improve sports performance at the University for elite athletes, Academy and Bursary students and performance level teams.

MAJOR DUTIES:

1. Administrative support to the staff within Queen's Performance Sport by producing a range of documents, including planning and record keeping.
2. Operational support for the core functions within Queen's Sport and, in particular, the Elite Athlete Programme (EAP), Sports Academies, Bursary Programme and performance teams (where appropriate).
3. Engagement with students through EAP and other Academy and Bursary related application processes.
4. Maintenance of databases and applications, tracking student information.
5. Processing purchase orders, invoices and expense claims and assist in the monitoring of relevant budgets through the University's financial system (QFIS).
6. Manage the diary/diaries of staff and student scholars ensuring that all appointments and meetings are clearly recorded. Book meeting rooms and other facilities accordingly. Maintain up to date digital records of student performance and engagement within performance programmes. Prepare reports of all information relevant to student athlete performance for Queen's Sport staff.
7. Deal with routine enquiries from student, staff and visitors (i.e. by telephone, written correspondence, in person).
8. Provide assistance for all programmes, functions and events (e.g. conferences, exhibitions and major promotional events) within Queen's Performance Sport.
9. Work closely with Queen's Sport staff to support the delivery of the marketing plan for all performance sport activity across a broad spectrum of online platforms.
10. Maintain the Queen's Performance Sport website and ensure social media platforms are relevant, including the creation of content.
11. Carry out any other duties which are appropriate to the post as may be reasonably requested by the line manager.

ESSENTIAL CRITERIA:

1. A minimum of five GCSEs at Grade C or above (or equivalent) to include English Language and Mathematics or NVQ Level 2 Administration or equivalent.
2. Recent relevant (demonstrable) work experience in an administrative environment, including evidence of the following:
 - Working on multiple tasks/projects, managing own workload from start to finish.
 - Using databases/spreadsheets to analyse data and to present results on excel accurately.
 - Carrying out a range of complex administrative duties which involve using initiative.
 - Delivering work in line with agreed quality standards, guidelines and procedures
 - Utilising and creating content for social media platforms for promotion purposes.
3. IT literacy and ability to use computer packages relevant to area of work.
4. Numerate and accurate when working with figures and handling payments.

5. Ability to record, store and retrieve information.
6. Ability to be customer focused and exceed client needs / expectations.
7. Establish and maintain effective working relationships in a team environment.
8. Flexible, willing to adapt to new tasks and duties.
9. Ability to make decisions and to plan and prioritise.
10. Work evenings, weekends and public holidays if an event is scheduled.

DESIRABLE CRITERIA:

1. A third level qualification to degree level.
2. A minimum of 6 months working a performance sport environment.
3. An understanding of delivering sports programmes within a university setting.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: David Boal - D.boal@qub.ac.uk.