



Campus Sports Coordinator

4th October 2024

£28,000 - £31,000

ESCP Business School is currently looking for a Campus Sports Coordinator based at the London Campus situated in Northwest London.

The Sports Campus Coordinator will collaborate closely with students, supporting their sports activities and events to create a vibrant and engaging campus life for everyone.

The post holder will be responsible for coordinating with both external and internal users of the School's facilities, offering information and support during the booking process and the events themselves

Knowledge Skills and Experience

Essential Requirements

- Experience in organizing sports programs: Managing sports leagues, tournaments, or events; This could include youth, beginner, or professional sports programs
- Ability to manage multiple tasks, schedules, and events simultaneously while keeping everything running smoothly
- Administrative experience: Handling paperwork managing records, and ensuring smooth day-to-day operations
- Progression Reports: Regularly update stakeholders on the progress of ongoing sports programs or initiatives, including any adjustments or improvements being made.

Desirable Requirements

- Experience with budget management: Handling budgets for sports programs, managing expenses, and ensuring financial accountability.

Main Duties and Responsibilities

- Ensuring the delivery of a cohesive and diverse sports calendar that aligns with the strategic objectives of the School and the department
- Serve as the primary point of contact for all sports-related matters at the London Campus.
- The lead of set up and organization of all events, including booking, preparing, and launching events
- Promoting events via social media and other outlets for recognition
- Keep accurate records of team rosters, player stats, and other information; manage equipment inventory and ensure teams have the necessary gear; oversee Campus



Life Groups and their websites; handle travel arrangements and expenses for away games; and manage and track team budgets.

Interview Process

The interview process for this position will consist of the following stages:

1. Initial Screening: A brief phone call with our HR team to discuss your background and the role in more detail.
2. 30-minute Zoom Interview: A one-on-one interview with the hiring manager to assess your skills, experience, and fit for the team
3. 1-hour On-Site Interview: A panel interview with key team members to evaluate your problem-solving abilities and how you align with our organizational culture.

What can ESCP offer you?

- 30 days annual leave with the addition of Bank Holidays (Pro rata)
- Company pension scheme with exceptional employer contributions
- Permanent Health Scheme
- Death in Service Insurance
- Private Healthcare after successful probation period
- Enhanced Paid Maternity & Paternity with length of service
- Enhanced Sick Pay with length of service
- Hybrid Working is available, upon negotiation with manager.
- On-site Cafe with Staff discount
- Exclusive discounts with surrounding local businesses
- Language lessons available in Spanish, Italian, German, French

Application details

Applicants should submit a cover letter and CV to our Human Resources Department at Please note the HR Department start screening CVs and interviewing candidates from the start of the recruitment campaign. A successful candidate could progress to offer before the advertised closing date. We encourage you to apply as soon as possible.

ESCP Business School is committed to offer equal employment opportunities regardless of age, sexual orientation, gender, nationality, ethnic origin, disability or parental status. We base all our employment decisions on merit, job requirements and business needs.

For more information about the School please visit our website on www.escp.eu