



Student Sport Officer (SSO) - Club Development

Job Description

Location: Acton, Canberra

Reports to: ANU Sport, Sport Manager – Clubs & Athletes

Hours: Casual, up to 15 hours per week OR as agreed pending events / program

ANU Sport is an independent incorporated association that delivers sport, fitness and recreation services and opportunities to the ANU Community. Our goal at ANU Sport is to enhance and grow the opportunities for the ANU community to engage in sport, fitness, and recreation, promoting well-being and balanced lifestyles.

About the role

Each year, ANU Sport is committed to providing employment opportunities to students to gain experience both working in an office environment, and exposure to sport and recreation administration and management.

The Student Sport Officer (SSO) – Club Development roles are an exciting opportunity for ANU students to be involved in a variety of programs within ANU Sport. The SSO will be responsible for developing, implementing and supporting programs that will enhance the student experience in sport, recreation and well-being activities and events at ANU.

The role will be engaged on a weekly basis and may be offered the opportunity for additional work during the study breaks pending projects, programs, and availability. Positions may be required to work on weekends or be offered the opportunity to travel to events that ANU Sport is participating in. The tenure for the position will conclude on 30th November each year.

Club Development Assistant

- Support the Sport Development Team to facilitate and deliver relevant Club Development Programs.
- Support Affiliated Clubs to utilise the membership management to UniOne, including development of operational guides and administration assistance.
- Assist Sport Development Team with end of month reporting and review of Club Activity Approval Forms.
- In consultation with the Sport Manager – Clubs & Athletes, develop and update Club Policies, Procedures, and operational Guidelines.
- Support the planning and operational delivery of the ANU Sport club forums, focus groups, and training/education sessions, including room bookings and set-up, monitoring RSVPs, and note taking.
- Other duties to support the ANU Sport as directed by the Sport Development Team.



About you

Our ideal candidate is highly energetic and passionate about sport and physical activity. You are someone who wants to work with good people and make a difference. You are highly motivated to learn new skills and accept feedback, with a desire to enhance your experience and take on a new challenge.

Attributes:

- Ability to manage multiple responsibilities.
- Ability to problem solve and think critically.
- Ability to develop ideas in a creative and effective manner.
- Ability to work effectively with others and independently.
- Ability to work effectively with a diverse range of stakeholders.
- Excellent written and verbal communication skills.
- Willingness to learn, show initiative and exercise judgement.

Experience in one or more of the following would be desirable:

- Being a member of a club committee; or
- Participating regularly for a sporting club or in a sport / recreational program; or
- Managing or participating in University sporting programs i.e. Interhall Sport program, Lunchtime Sports, Intervarsity, UniSport Nationals.

Our Culture

At ANU Sport we have a strong focus on bringing out the best in people, both our members and our staff. We pride ourselves on our commitment to being honest, passionate, connected and progressive in our approach to delivering our programs to our community.

How to Apply

Do you want to join a dynamic and vibrant team, with a shared focus of delivering great opportunities for our students and the wider community? Do you believe in the greater benefits of leading an active lifestyle? This could be the role for you.

Send your resume and cover letter, addressing why you would be right for this opportunity), to jobs@anu-sport.com.au. For more information on this opportunity please contact ANU Sport on 6125 2273.

Applications close Wednesday 20 May, 2026