

[ABOUT LOUGHBOROUGH UNIVERSITY](#)

**SPORTS DEVELOPMENT CENTRE**

**SPORT OUTREACH, RECRUITMENT AND ORIENTATION  
COORDINATOR**

**REQ15222**

**March 2015**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

**JOB DESCRIPTION**

**JOB TITLE:** Sport Outreach, Recruitment and Orientation Coordinator

**GRADE:** Administrative Services Grade 5

**RESPONSIBLE TO:** Sport Experience Manager

**RESPONSIBLE FOR:** Sport Outreach, Recruitment and Orientation Assistant  
Coordinator/Intern  
Casual Staff and Volunteers, where appropriate

**JOB PURPOSE:** To use sport to inspire young people into Higher Education (HE) by leading and managing a sport outreach and recruitment program.

For those students that choose Loughborough, to ensure a transition that matches their interest and aspirations in sport.

**KEY TASKS:**

- Working with Student Outreach and Recruitment (SOAR) lead on delivering targeted sport outreach projects which help widen access to HE both generally and for Loughborough University in particular.
- Oversee the organisation and attendance of events and activities aimed at promoting Loughborough Sport to prospective students from a broad range of backgrounds and academic abilities.
- Undertake evaluation and analysis of the effectiveness of sports' role in promoting HE and Loughborough University across a range of events and activities, identifying and implementing improvements

- Oversee the provision of support and advice to students in their transition from school to Loughborough University; ensuring they understand and are able to access sport opportunities appropriate to their needs and interests.

## **DUTIES AND RESPONSIBILITIES:**

- To manage the Sport Outreach, Recruitment and Orientation Assistant Coordinator/Intern including carrying out performance development reviews and ensuring appropriate follow up action is taken.
- To represent Loughborough Sport on student recruitment related groups and committees (including SOAR and other academic departments) and provide sport related input into strategic discussions. As a result, to also produce plans that support the implementation and delivery of the strategy.
- To manage the delivery of the School Visit Programme in collaboration with Student Outreach and Recruitment (SOAR) ensuring the programme is operated safely and efficiently and that risk assessments are carried out as necessary.
- Work with SOAR and other Academic Departments to produce tailored workshops that engage and inspire young people through sport across a broad range of subject areas meeting the needs of Academic Departments and visiting schools.
- Oversee, in conjunction with the Coach and Volunteer Academy Coordinators, the recruitment, training and supervision of staff and student volunteers to deliver the School Visit Programme and other outreach events and activities.
- Working with our Volunteer Academy, develop a cohort of high quality student sport ambassadors, providing a lead on their professional development and deployment into outreach, recruitment and orientation activities.
- To act as advisor and mentor to student leaders by providing support, identifying progression opportunities and assisting with the resolution of any issues that may arise.
- Liaise with specific Academic Schools and coordinate the input from sport in relation to:
  - the delivery of their outreach, fair access and recruitment strategies;
  - the development of curriculum appropriate sessions and workshops that can be used in outreach and recruitment activities.
- Oversee the development of relationships with independent school head teachers through sport to enhance the profile of Loughborough University in independent schools.
- Work with Development Alumni Relations Office (DARO), SOAR and the School of Sport and Exercise Health Sciences (SSEHS) to assist in the delivery of sport related teacher and head teacher conferences and act as the SDC lead on the establishment and development of the Teaching Alumni Group.
- Oversee the delivery of the sport component of University Open Days.

- Ensure appropriate advice and guidance is provided to students with confirmed places prior to their arrival e.g. sport options, trial dates, scholarships, gym memberships, volunteer and coach roles etc.
- Coordinate the organisation and delivery of the sport element of student orientation for all students including international, post graduates and under graduates on arrival at Loughborough.
- Working closely with the Student Union and VP Sport oversee the organisation and delivery of all the sport elements of the overall 'Freshers' experience; including Sports Bazaar, Freshers' Bazaar, Hall Receptions and central sports 'Hub'.
- Work in partnership with the Youth Sport Trust (YST) to maximise the opportunities for young people to be inspired through sport and to develop a pathway into Higher Education at Loughborough for talented future leaders, athletes and coaches.
- Oversee work with local community groups, focusing on raising awareness of HE and community engagement.
- Lead and coordinate the production of sport content and collateral in relation to recruitment and outreach activities for use on web sites, in social media content and printed materials including all of the Universities prospectuses.
- Work closely with SOAR, Academic Registry and the Student Union to ensure effective data collection and analysis within all sport related recruitment and outreach work.
- To attend regular meetings with the Volunteer and Coaching Coordinators, other key University personnel, external agencies and contribute appropriately.
- To carry out any other duties commensurate with the grade, that may be reasonably requested.

### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

It will be necessary, on occasions, to work outside normal working hours including some work in the evenings, weekends and on Bank Holidays and University Closure Days.

The postholder will be required to provide a satisfactory disclosure statement (see <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>) for more details.

### **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## PERSON SPECIFICATION

**Job Title:** Sport Outreach, Recruitment and Orientation Coordinator

**Grade:** Administrative Services Grade 5

**Department:** Sports Development Centre

Criteria	Essential	Desirable	Stage to be assessed
<b>Experience</b>	Experience of working as part of a team.	Experience of organising events.	1, 3
	Experience of working with students/young people.	Experience of managing staff.	1, 3
	Experience of partnership working and of organising sport related activities.	Experience of a range of sport partners including those working with children and young people.	1, 3
	Experience of working with schools and teachers.	Experience in working in areas of multiple deprivation	1, 3
	Experience of leading teams for specific tasks.	Experience and knowledge of the Higher Education sector	1, 2, 3
	Experience of managing projects.	Experience in the use of marketing and social media to engage young people/students.	1, 3
	Previous experience of monitoring budgets and following financial procedures.		1, 3
	Relevant experience of working in an office environment.		1, 3
<b>Skills and Abilities</b>	Excellent communication and interpersonal skills.	Understanding of the importance of effective marketing and PR.	1, 3
	Ability to develop good working relationships with people at all levels.	Proactive use of social media.	1, 2, 3
	Excellent organisational and time management skills.	Ability to collect analyse, and interpret data.	1, 2, 3
	Ability to work on own initiative.	Ability to use Wordpress and to update websites	1, 3
	Leadership skills.		1, 2, 3
	Ability to inspire and motivate others especially young people.		3

	IT skills necessary for analysis, report writing, presentations and general communication (Microsoft Office).		1, 2, 3
	Ability to multi-task and work under pressure to meet deadlines.		1, 2, 3
	Attention to detail.		1, 3
<b>Training</b>	Be committed to and actively participate in a programme of continuing professional development.		1, 3
	Commitment to personal development.		1, 3
	Demonstrate evidence of having undertaken further training		1, 3
<b>Education &amp; Qualifications</b>	A Level or equivalent vocational qualification.	A degree in a sport/leisure /health/activity related subject or a teaching qualification.	1, 3
	GCSE in English and Maths.		1
<b>Equality &amp; Diversity</b>	A commitment to equality and diversity with the ability to role model, adhere to and advocate the University's Equality & Diversity Policy.		1, 3
<b>Other</b>	Knowledge of a broad range of sports and their benefits.	Knowledge of local sports partners providing sport for young people including CSPs, HE, schools and community sport delivery agencies.	1, 3
	An understanding of the structure of sport in the UK.		1, 3
	Knowledge of the HE sector and the changes impacting upon recruitment.	An understanding of current education policy towards schools and higher education.	1, 3
	Appreciation of barriers to participation and current participation trends.	Knowledge of access agreements and the work of the Office for Fair Access.	1, 3
	Flexibility with a willingness to work outside normal working hours including some work in the evenings and at weekends.		
	Enthusiastic with a keen interest in sport.		1, 3

	To provide a satisfactory disclosure statement (see <a href="http://www.crb.homeoffice.gov.uk/">http://www.crb.homeoffice.gov.uk/</a> for more details).		3
	A commitment to observe the University's Equal Opportunities, H&S and IT Acceptable Use policies at all times.		1, 3

### Stages in assessment:

1= application form at short listing, 2= selection test – i.e. presentation, in-tray exercise, data analysis, 3= interview

### Conditions of Service

The appointment will be on a full time, open ended contract. Salary will be on Administrative Services Grade 5 (£23,386 to £27,864 per annum) at a starting salary commensurate with experience and qualifications.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found at:

<http://www.lboro.ac.uk/media/www/lboroacuk/content/humanresources/downloads/op-sandadminservicescos.pdf>

### Informal Enquiries

Informal enquiries should be made to Nick Wilkinson, Sport, Outreach, Recruitment and Orientation Coordinator by email at [N.S.Wilkinson@lboro.ac.uk](mailto:N.S.Wilkinson@lboro.ac.uk) or telephone on 01509 226125 or Ian Knott, Sports Experience Manager by email at: [i.knott2@lboro.ac.uk](mailto:i.knott2@lboro.ac.uk) or telephone on 01509 226135.

### Application:

The closing date for receipt of applications is **Sunday 26 April 2015**.