

## Performance Lifestyle & Anti-doping Co-ordinator – November 2016

Job Ref: REQ16838

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### School/Department summary

The performance student athlete Performance Lifestyle and Anti-Doping support service is focused on approximately 420 student athletes from a range Olympic and professional pathway sports. Further to this as the largest TASS delivery hub in the country we have over 40 student athletes from an array of sports studying across the country receiving support services including Performance Lifestyle from Loughborough Sport.

### Job Description

**Job Grade: Administrative Services Grade 5**

**Job Purpose: To enhance the Performance Sport Education and Development programme by supporting to empower performance student athletes to maximise academic and sporting attainment during their time at Loughborough. The Performance Lifestyle programme forms a critical part of the holistic support and development service we aim to offer our performance student athletes. The available new post will play a critical role in driving our service forward.**

### Job Duties

- To aid student athletes to reflect effectively, plan for the future and consider the components of their lifestyle that could hinder or enhance performance within sporting, education and wider settings.
- To lead on anti-doping 100% ME workshop design and delivery to our performance athletes
- To link with AU colleagues to expand anti-doping education further within our sports clubs.
- To provide performance lifestyle support to a significant number of our performance student athletes
- To be available as an approachable independent person to support student athletes in relation to any concerns they may have.
- To assist performance student-athlete in thinking through their options and empowering them were possible to solve issues themselves.
- To demonstrate a significant perceived value of the holistic support role offered, ultimately to drive student athlete engagement.
- Maintain a confidential record of meeting held and issues discussed.
- To promote adherence to ethical guidelines and regulations with regard to drugs and doping in sport, in line with UK Anti-Doping (UKAD) guidelines and the Loughborough University 'Clean Sport' commitment
- Assist with the development and implementation of Performance Lifestyle staff development strategies
- To functionally manage a team Performance Lifestyle Mentors
- Create information to enhance the programmes presence on web based platforms
- Be a key point of contact for athlete and staff queries from a range of departments and sectors
- Promote the Performance Sport Charter values within our cohort
- To support the Education and Development Manager with any other duties commensurate with the grade and post.

## **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.

## **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.

The appointed member of staff will be expected to work evenings and weekends when required. During term time this is likely to average 1-2 evenings per week.

## **Organisational Responsibility**

Reports to the Education and Development Manager.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage	
Experience	Previous experience of being immersed in a performance sporting environment	1,3	
	Experience of following a dual career or supporting those with dual goals	1,3	
	Experience of working in a multi-agency environment	1,3	
	Experience as an advisor or mentor	1,2,3	
	Experience of working within and coordinating a diverse team	1,3	
Skills and abilities	Excellent communication, interpersonal skills and the ability to build an effective rapport under pressure	1,2,3	
	Excellent organisational and time management skills	1,2,3	
	An ability to receive information in a non-judgement way	1,3	
	An ability to coach and empower individuals to reflect effectively and maximise personal attainment	1,2,3	
	The ability to work collaboratively and cooperatively	1,3	
	The ability to relate well to a diverse student community	1,2,3	
	Experience of developing and delivering workshops	1,2,3	
	Empathic to student/athletes needs	1,3	
	Ability to work irregular hours when required to suit performance athletes schedules	1,3	
	Efficient with mainstream Microsoft programmes i.e Word, PowerPoint, Excel and Outlook	1	
	An understanding of university structure	1,2,3	
	Training	Commitment to undertake any internal or external training required to enhance the service area	3
	Qualifications	Educated to A level standard	1
	Other	A personal interest in sport	1,3
An interest in delivering research driven practice		1,2,3	
A desire to aid others in attaining their potential		3	
Knowledge of university and wider support services available		1,3	
A commitment to observe and uphold the SDC's 'Clean Sport Policy'.		1,3	
A commitment to observe the University's Equal Opportunities and Health & Safety policies at all times.		1,3	
Required to provide a satisfactory disclosure statement (see <a href="http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/">http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/</a> ) for more details.		3	

## Desirable Criteria

Area	Criteria	Stage
Experience	Experience of mentoring or advising performance student athletes	1,3
	Experience as a performance or high performance student athlete (HE)	1,3
	Experience of performance coaching – sporting or in a different context	1,3
	Experience as an anti-doping educator or national trainer	1,3
	Experience of designing and developing learning materials with a focus on transferable skills	1,3
Skills and abilities	An understanding of university structure	1,3
Qualifications	A degree in a relevant subject at 2.i or above qualification	1
Others	A detailed understanding of National sporting structure and policy	1,3

## Conditions of Service

The position is part-time and fixed-term. Salary will be on Administrative Services Grade 5 (£23,879 - £28,452 pro rata per annum). Starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to Simon Wombwell, Education and Development Manager by email at [S.L.R.Wombwell@lboro.ac.uk](mailto:S.L.R.Wombwell@lboro.ac.uk) or by telephone on 01509 226103

## Applications

The closing date for receipt of applications is **11 December 2016**. Interviews will be held on **10 January 2017**.