

COACH ACADEMY GRADUATE INTERN

Job Ref: REQ17567

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 Grade: Administrative Services, Grade 3 (Int)

Job Purpose

To support the development and delivery of the coaching & officiating aspects of the Loughborough Sport CVA (Coach & Volunteer Academy)

KEY TASKS:

To assist with:

- The recruitment, training and deployment of student coaches & officials that support and enhance a range of student sport programmes and outreach activity.
- The coordination of activities that support student sport coaches & officials to gain skills, experience and placements relevant to their development and progression.

DUTIES AND RESPONSIBILITIES:

- To work in collaboration with the Coach Academy Coordinator, SET team, wider SDC, SU & relevant sporting partners to identify coaching and officiating roles and responsibilities which support core activities both internally and externally.
- To assist with the design & delivery of the CVA recruitment plan.
- Assist with coordinating and administering the deployment of student coaches & officials into university sport programmes, targeted schools and other community clubs and groups.
- To assist with the delivery and evaluation of marketing and promotional materials and social marketing campaigns, including the maintenance of the CVA Portal & website, weekly newsletters and social media pages.
- To work with the Volunteer Academy Intern on the development of the CVA Portal to enable students to find and undertake the opportunities most relevant to them.

- To work alongside the Coach Academy Coordinator and the Sport, Outreach and Orientation Coordinator, on the delivery and administration of sport outreach programmes in collaboration with Student Recruitment, Marketing & Advancement (SRMA) Team to ensure the programmes are operated efficiently and effectively.
- To conduct on-site visits to partner schools, clubs and community groups to assess suitability and also on an on-going basis to gain evaluation and feedback.
- To be the first point of contact (where appropriate) for students, partners and staff when dealing with any day to day enquiries and escalating any problems when required.
- To meet regularly with student coaches & officials to inform them of opportunities and gain feedback on their progression and assist in the development of a training programme to address the needs of coaches and officials.
- To assist with the coordination and delivery of the Continual Professional Development training programmes and Coach and Official Education Plan for student coaches & officials.
- To assist with the organisation of the annual CVA presentation evening.
- To deliver informative and engaging induction talks and presentations to a wide variety of audiences including students, academic staff and external partners.
- To attend regular meetings with the Co-ordinator, other key University personnel, external agencies and contribute appropriately

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.

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

Organisational Responsibility

Reports to the Coach and Officiating Coordinator.

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	Experience of working within a teaching or coaching/officiating related role	1,3
	Experience of working as part of a team	1,3
	Experience in the use of social media	1,3
Skills and Abilities	Excellent communication and interpersonal skills and the ability to develop good working relationships with people at all levels	1,2,3
	Good written English and copy writing experience	1,3
	Attention to detail	1,3
	Excellent organisational and time management skills	1,2,3
	Ability to work on own initiative	1,3
	Excellent leadership skills	1,3
	Ability to inspire and motivate others	1,3
	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
Training	Evidence of having undertaken further training	1,3
Education & Qualifications	Degree from Loughborough University	1,3
Equality & Diversity	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	1,3
Other	Enthusiastic with a keen interest in sport, in particular coaching	1,2,3
	Willingness to work outside normal working hours including some work in the evenings and at weekends	1,3
	A commitment to observe the University's Equal Opportunities and Health & Safety policies at all times	1,3
	To provide a satisfactory disclosure statement	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of web content management systems such as WordPress	1,3
	Experience of working in an office environment	1,3
	Experience of organising events	1,3
	Experience of delivering training	1,3
	To have been / be an active member of the CVA (preferably within coaching and / or officiating	1,3
Other	A working knowledge of the CVA, in particular coaching & officiating	1,2,3
	Knowledge of a broad range of sports and their requirements	1,3
	An understanding of the working practices of University sport and the roles of the SDC, Loughborough Students Union/Athletic Union and Loughborough College	1,3
	An understanding of the structure of sport in the UK	1,2,3
	An understanding of the local community sport structure (eg LRS, YST, SCUUK, NGB's) and how the University works in partnership to create coaching & officiating pathways	1,3

Conditions of Service

This post is full-time and fixed-term and is offered as part of a one year training and development programme and is available to recent Loughborough graduates, i.e those who have (in the last year) or are about to graduate from undergraduate programmes at Loughborough. At the end of the internship, candidates will be considered for employment into an alternative complementary position for an additional 12 month period. This progression is not guaranteed and decisions will be made based on performance and overall development during the 12 month internship. Salary will be on Administrative Services Grade 3, £16,618 per annum.

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/services/hr/a-z/conditions-of-service.html>

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 Cath Harvey, Sport Volunteering & Employment Manager by email at c.harvey@lboro.ac.uk or by telephone on 01509 226134, mobile 07909008418

Applications

The closing date for receipt of applications is **Sunday 2 July. Interviews will be held on Friday 7 July 2017.**