

## Performance Lifestyle Advisor

Job Ref: REQ17792

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 support service is focused on appropriately 420 student athletes from a range of Olympic and professional pathway sports. Further to this as the largest TASS delivery hub in the country we have 30-40 student athletes from an array of sports studying across the country receiving support services including Performance Lifestyle from Loughborough Sport.

### Job Description

**Job Grade:** Casual Pay Rates (Operational Services, Grade 5)

#### Job Purpose

To support, develop and empower performance student athletes to consider the wider components of their life that could hinder or enhance sporting, education and future life performance.

#### Job Duties

- Enhance student athlete holistic performance, often with a sporting focus by delivering the Loughborough Performance Lifestyle strategy.
- To be a sounding board for impartial, reflective discussion and decision making for a group of performance sport mentees.
- When appropriate support student athletes by activating interventions to enhance performance.
- Empower developed student athletes to find their own solutions to issues that may arise.
- To meet with mentees between 4-6 occasions during the year and keep a confidential record of meeting held and areas discussed.
- Maintain an up to date tracker of meeting discussion areas to enhance focus and delivery within the Performance Lifestyle programme.
- Holistically monitor student athlete wellbeing and when appropriate raise any concerns with the Education and Development Manager.
- To explain the role of the mentor and wider Performance Lifestyle programme, including student athlete responsibilities and performance lifestyle mentor aims and objectives.
- To contact mentees approximately once a month, to check how they are doing and ensure communication channels remain open.
- Attend twice termly lunch meetings with the wider Performance Lifestyle Mentor team.
- To report quarterly to the Education & Development Manager on mentee engagement in the mentoring process.
- To understand all the support services available at the University and signpost students where appropriate.

## **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.

## **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 |
|-----------------------------|--|-------|
| <b>Experience</b>           | Experience of working with young people.   | 1, 3  |
|                             | Experience of working in a multi-agency environment.   | 1, 3  |
|                             | Previous experience of mentoring.  | 1, 3  |
| <b>Skills and Abilities</b> | Excellent communication and interpersonal skills, in particular listening.   | 3     |
|                             | Excellent organisational and time management skills.   | 1, 3  |
|                             | Ability to receive information in a non-judgemental way.   | 1, 3  |
|                             | An ability to coach and empower individuals to attain their potential.   | 1, 3  |
|                             | An ability to work cooperatively and flexibly to meet deadlines.   | 1, 3  |
|                             | An ability to relate well to a diverse student community.  | 1, 3  |
|                             | Empathic to student/athlete's needs.   | 1, 3  |
|                             | An ability to build rapport with individuals quickly   | 1, 3  |
|                             |  |       |
| <b>Training</b>             | Commitment to attend a training programme for the Performance lifestyle mentors to be held Tuesday 10 October 2017   | 3     |
|                             | Willingness to attend mentor Forums at least 4 times a year  | 3     |
|                             | Willingness to undertake further training as required, this may include but is not limited to Safeguarding, Anti-doping advisor, Mental health first aid and the TALS NVQ Level 3. | 3     |
| <b>Qualifications</b>       | At least GCSE in English or equivalent relevant experience.<br>Anti-doping advisor qualification   | 1     |
| <b>Other</b>                | A personal interest in sport.  | 1, 3  |
|                             | Commitment to observing the University's Equal Opportunities policy at all times.  | 1, 3  |
|                             | Commitment to the University policy on anti-doping.  | 1, 3  |
|                             | Knowledge of student support services and wider University policies and procedures.  | 1, 3  |
|                             | May be required to provide a disclosure statement (see <a href="http://www.disclosure.gov.uk">www.disclosure.gov.uk</a> ) for more details.<br>Based in the Loughborough area      | 1, 3  |

## Desirable Criteria

| Area                        | Criteria  | Stage |
|-----------------------------|---|-------|
| <b>Experience</b>           | Previous experience of working with high performance athletes and/or working in a high performance environment.   | 1, 3  |
|                             | Experience of working or studying in an HE environment.   | 1, 3  |
| <b>Skills and abilities</b> | Familiar with Microsoft Office (particularly Word, Access and Excel).   | 1     |
|                             | Ability to work as part of a team, supporting other team members, sharing ideas and best practice.  | 1, 3  |
| <b>Qualifications</b>       | Degree level (or equivalent) in sports management, sports science or a discipline relevant to the post.<br>Anti-doping Educator trained.<br>Talented Athlete Lifestyle Support Qualification Level 3. | 1     |

## Conditions of Service

The position is casual, zero hours and fixed-term for 9 months. Salary will be on Operational Services Grade 5, spinal point 23, £15.58 per hour plus a market supplement of £5.04. The expectation will be between 30-70 hours of time commitment per academic year.

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 [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 & Development Manager by email at [S.L.R.Wombwell@lboro.ac.uk](mailto:S.L.R.Wombwell@lboro.ac.uk) or by telephone on +44 (0)1509 226103.

## Applications

The closing date for receipt of applications is **29 August 2017**. Interviews will be held on **11 September 2017**.