

Assistant Performance Coach (Swimming)

Job Ref: REQ180043

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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: Operational Services, Grade 5

Job Purpose:

- To coach the National Squad of Loughborough University Swimming achieving agreed performance targets in BUCS and National level competitions. Developing athletes that can transition into the Loughborough University Swimming Performance Squads.
- To support the Director of Swimming and Head Coach in the management and development of the Loughborough University Swimming Performance Programme.
- To take the lead in co-ordinating all aspects of competition entries and logistics.
- To take the lead in co-ordinating a targeted recruitment strategy of high performance athletes.

Job Duties:

Coaching & Training

- Contribute to the creation of a world-class daily training environment by assisting the Director of Swimming and Head Coach in organising, delivering and monitoring a high performance swim programme (as designated by the Director of Swimming).
- Coach and prepare swimmers for a range of competitions throughout the year including BUCS, National and International competitions.
- Plan and evaluate for individual athletes including regular review meetings with each swimmer to discuss progress and process goals and the submission of relevant information to the Head Coach.
- Seasonal planning that utilises available Sport Science and Sports Medicine resources.
- Support the development of the performance pathway within the Loughborough University Swimming programme so that athletes have the opportunity to progress.
- Participate in training camps as agreed with the Director of Swimming.

- To attend the key swimming meets each season.
- Provide cover where appropriate or necessary for the Director of Swimming and Head Coach on a needs basis.

Management and Administration

- Provide pastoral support and care to National Squad swimmers in conjunction with other coaching, academic and performance sport staff (e.g. ACE or PALS mentors).
- Provide support to the Director of Swimming and Head Coach in liaising with the Student Club Committee and the Athletic Union (AU).
- To undertake other management & administration roles that will enhance the programme and post holders personal & professional development.
- Lead on the targeted recruitment process of high performance swimmers, liaising with athletes, their coach and parents to attract them into the Loughborough University Swimming programme.
- Co-ordinate (in partnership with the Performance Sport Administrator) all aspects of competition logistics including, but not limited to, entries, hotels, travel, liaising with meet organisers and collecting payment from athletes.

Budgetary Responsibilities

- Assist the Director of Swimming in preparing, managing and monitoring the Loughborough University Swimming budget.
- Participate in the development of income generating activities that can financially support the Loughborough swimming programme.
- Assist the Director of Swimming in attracting sponsorship for the programme.

Public Relations

- Promote the profile of Loughborough University Swimming through providing regular information for use on the Loughborough Swimming website, social media and other promotional publications.

Other Requirements

- Contribute to the sharing of coaching ideas and skills within the high performance educational forums available on campus.
- Actively work to promote Loughborough University sport and Loughborough Swimming generally.
- 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.
- In conjunction with the SDC Education and Development Manager, to ensure that all athletes attend appropriate anti-doping workshops (such as 100% ME).
- Adhere to relevant ASA and generic coaching codes of conduct e.g. scUK Code of Practice for Sports Coaches.

- Promote and uphold University values through personal example and working practices.

Special Conditions

It will be necessary to work outside “normal” office hours including early morning and evening training sessions and competitions at weekends. This may also include an expectation to coach on public holidays and university closure days.

This post is offered on an open ended basis.

Organisational Responsibility

Director of Swimming

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	Knowledge of current coaching and training processes and their application.	1,2,3
	Proven experience of coaching high level swimmers and/or talented young swimmers.	1,3
	Proven experience in the development of long-term coaching programmes.	1,3
	Experience of managing swimming teams.	1,3
Skills and Abilities	Proven swimming coaching ability.	1,2,3
	Excellent communication, athlete management and motivation skills.	3
	Ability to lead and motivate others.	1,3
	Excellent organisational and time- management and skills.	1,3
	IT skills necessary for analysis, report writing and general communication.	1,3
Training	Willingness to update First Aid and Health and Safety requirements.	3
Qualifications	UKCC Level 2 or above or equivalent overseas award.	1,3
Other	Willingness to work irregular hours as necessary.	1,3
	Adherence to the Loughborough University 'Clean Sport' Commitment Statement.	3
	To observe the University's Equal Opportunities policy at all times.	3

Desirable Criteria

Area	Criteria	Stage
Qualifications	Sport related degree or equivalent experience.	1,3
	UKCC Level 3 or above or equivalent overseas award.	
Other	Dedication, determination and a dynamic outlook & willingness to go above and beyond.	

Conditions of Service

The position is full time and open-ended. Salary will be on Operational Services Grade 5, £24,285 - £28,936 per annum, subject to an annual pay award, at a 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 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 Andi Manley by email at A.Manley@lboro.ac.uk or by telephone on 07458126733.

Applications

The closing date for receipt of applications is **21 February 2018**. Interviews will be held on **27 February 2018**.