

Cycling Programme/Team Manager

UTP180027

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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: MA6

Job Purpose

To lead in the development, implementation and monitoring of a Strategic Plan for the development of Loughborough Students' Cycling Club (LSCC) in conjunction with the Performance Programme Manager, Athletic Union, Cycling Club Committee and external coaches.

Main Duties and Responsibilities

- Leadership and management of a coaching programme for the high performance cycling squad at Loughborough University.
- Lead in working with the Performance Programme Manager and Loughborough Students' Cycling Committee to create an effective management structure for the cycling club as a whole.
- Lead an effective cycling programme for both men's and women's high performance cycling squads and manage an effective coaching programme so that they can compete successfully within both student (BUCS) and, where appropriate, national (NGB) competitive structures. This includes assisting in the development of appropriate annual training programmes covering pre-season as well as competitive season programmes.
- Co-ordinate the delivery of performance support (sports science, sports medicine, nutrition and strength & conditioning) to the high performance squad.
- Work with Loughborough Students' Cycling Club to ensure that all members of the cycling club receive high quality coaching commensurate to their ability and potential.
- Liaise with the LSCC Chair to create an appropriate competitive structure for the high performance squad(s).
- Work proactively to recruit high level cyclists to Loughborough University (and where appropriate Loughborough College).
- Provide pastoral support and care to high performance squad members in conjunction with other coaching, academic and performance lifestyle support staff.
- Lead on and create positive working relationships with key partner organisations such as British Cycling.
- In conjunction with the Performance Programme Manager and LSCC Committee, assist in the preparation, management and monitoring of both University and AU Budget(s) for LSCC and the performance squad in particular.
- Participate in the development of income generating activities that can financially support LSCC and the high performance squads.

It would be desirable (but not essential) for a candidate to have some track cycling coaching experience, or the willingness to develop as a coach as part of this role.

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 Performance Programme Manager

Responsible for voluntary and paid coaches as recruited.

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 | Significant relevant experience of working in a sport related role. | 1,3 |
| | Experience of managing a budget. | 1,3 |
| Skills and abilities | Ability to work within the framework of the Loughborough Performance Charter. | 1,3 |
| | Proven management ability in a sporting environment. | 1,3 |
| | Ability to meet deadlines and work on own initiative. | 3 |
| | Excellent communication, interpersonal and presentation skills. | 3 |
| | Excellent time management & Organisational skills. | 3 |
| | IT skills necessary for analysis, report writing and general communication. | 1,3 |
| | Ability to work as part of a team and to collaborate with others. | 1,3 |
| Training | A willingness to undertake further training as appropriate and to adopt new procedures as and when required. | 3 |
| Qualifications | Sport related degree or equivalent experience. | 1,3 |
| Other | Commitment to observing the University's Equal Opportunities policy at all times. | 3 |
| | Willingness to work irregular hours as necessary. | 3 |

Desirable Criteria

| Area | Criteria | Stage |
|----------------------|--|-------|
| Experience | Experience of track cycling coaching. | 1, 3 |
| | Experience of working in professional sport. | 1,3 |
| | Experience of higher education working environment. | 1,3 |
| Skills and abilities | Proven management experience in a high performance environment. | 1,3 |
| | Familiar with Microsoft Office (Word, Excel, Access and Powerpoint). | 1,3 |
| | Negotiation skills. | 1,3 |
| Other | Knowledge of higher education. | 1,3 |
| | Familiarity with current coaching and training processes. | 3 |
| | Knowledge of player/coach pathways. | 3 |

Conditions of Service

The position is a part-time (0.8 FTE – 29.6 Hours/4 Days per week), fixed term position until 31 July. Salary will be on Grade 6 (£29,301 - £38,183 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 Grade 6 and above 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/>