

## **Loughborough Sport Tennis National Academy: Performance Lifestyle, Welfare & Education Manager**

**Job Ref: REQ180808**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

**These are exciting times for Loughborough Sport. The Universities strategy propels sport to the top table, alongside Teaching, Research and Enterprise. We have a new strategic framework with a vision to create a sporting experience so positive its life shaping and the University has recently been ranked as number one in the world for sport.**

### **Job Description**

**Job Grade:** Management & Specialist, Grade 6

#### **Job Description**

- Work closely with the Director of Tennis, Head Coach and Head of Performance Support/S&C Lead to develop and implement a world class and transformative player development programme, to produce an oversupply of players who upon departing the LST National Academy meet the Pro Scholarship Programme (PSP) selection criteria and have potential to be inside the top 100 by nurturing both the athlete and person.
- As the performance lifestyle lead, this role will support all aspects of the athlete's well-being; on and off the court in order to maximise performance and long term athlete and personal development. This will involve working with the junior athletes on a daily basis; building relationships with the athletes, coaches, multi-disciplinary team and parents; monitoring mental health and wellbeing; and providing a comprehensive and integrated programme with the athlete's personal and athletic development at the core.

#### **Key Responsibilities**

- Lead, with support from the Director of Tennis, all aspects regarding education, safeguarding and welfare for our athletes to develop visual and transparent protocols to ensure the highest level of duty of care for our National Academy athletes. This includes working closely with the transportation company and partner schools.
- To work within a multi-disciplinary team to improve the performance of our National Academy players through developing and implementing a bespoke programme with specific emphasis on; education & personal development, professional skills development, well-being and mental health, and managing transitions and change.
- To lead and where appropriate coordinate the development & delivery of a comprehensive parent education programme, to support and guide the athlete(s) and families through the player development pathway.

- To be responsible for the development of new systems and procedures designed to professionalise and develop the service. To work with the partner schools, LTA Sport Science & Medicine Team, LTA Performance Team, Loughborough Sport and the Psychology of Parenting in Sport Research Group to create an industry recognised and world class athlete and personal development pathway.
- To share best practice and stay abreast of the latest research and developments within performance lifestyle, safeguarding, duty of care and education. In order to, drive improvement and inform delivery through building high quality relationships with key stakeholders.
- At all times conduct yourself with the highest integrity and in accordance with the values of Loughborough Sport Tennis, acting as an ambassador for the National Academy programme and Loughborough Sport.
- To assist the Head Coach in driving and implementing the Loughborough Sport Tennis values and player development philosophy; and embedding a culture of proactivity and excellence across the programme to successfully achieve the National Academy objectives.
- Duty of care and safeguarding of our players and staff is of the highest priority to LST. As such this person will assist the Head Coach and work with the MDT to ensure policies are clearly communicated. Whilst going over and above to provide support and assistance to parents, staff and players through a planned and effectively implemented programme which visibly values and emphasises personal development and engages parents in the decision-making process.

### **General Requirements**

- Contribute to the sharing of coaching ideas and skills within the high performance educational forums available on campus.
- Promote adherence to ethical guidance and regulations with regard to drugs and doping in sport, in line with the LTA, UK Anti-Doping (UKAD) and the Loughborough University 'Clean Sport' commitment.

### **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**

It is recognised that coaches working at this level will often have links with representative sides. This is seen as advantageous as long as it does not interfere with the work as defined.

It will be necessary to work outside normal office hours including some work in the evenings and at weekends.

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 National Academy Head of Performance Support/S&C Lead.

## 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 junior high performance athletes' issues and the experience and credibility to facilitate solutions which impact on wellbeing and performance.	1,2,3
	Significant knowledge, understanding and experience of working within and supporting adolescents with safeguarding, welfare, mental health and wellbeing.	1,3
	Experience in the provision of support to high performers in sport, business or education. This experience should include work with groups and individuals.	1,3
	Experience in contributing to the design, content, delivery and evaluation of education and development interventions for individuals and groups.	1,3
	Proven track record and significant experience of working in a multi-disciplinary team of coaches and practitioners to review players' development, establish and implement individual development plans.	1,3
	Proven track record and significant experience in the holistic development of elite junior performers.	1,3
<b>Education &amp; Qualifications</b>	Degree level (or equivalent) in sports management, sports science psychology or a discipline relevant to the management and personal development of high performing individuals; or significant experience of education systems or elite sporting systems from an athlete or coaching perspective.	1
	A valid first aid certificate.	1
	Satisfactory Loughborough University and LTA DBS disclosure.	3
	Attended, or committed to attending the LTA safeguarding course.	1,3
<b>Skills &amp; Abilities</b>	The ability to build quality working relationships with key stakeholders (including parents, coaches & teachers).	1,2,3
	Excellent presentation, planning and interpersonal communication skills.	1,2,3
	Ability to engage and communicate with people of all ages, especially those under 18 years old.	1,2,3
	Excellent planning and organisational skills.	1,3
	Team player with the ability to work under pressure, prioritise own workload and meet tight deadlines.	1,3
	Excellent problem solving and decision making skills with the ability to multi-task and balance conflicting demands.	1,2,3
<b>Other</b>	Flexibility and willingness to work irregular hours as necessary.	1,3
	To observe the University's Equal Opportunities Policy at all times.	1,3

## Desirable Criteria

Area	Criteria	Stage
Experience	Knowledge and understanding of the British secondary school education systems as well as Higher Education options.	1,3
Education & Qualifications	A Talented Athlete Lifestyle Support (TALS) qualification or similar.	1

## Conditions of Service

The position is full-time and fixed-term for 5 years. A competitive salary will be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for grades 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/>

## Applications

The closing date for receipt of applications is **Monday 22<sup>nd</sup> October 2018**. Interviews will be held on either **Tuesday 6<sup>th</sup> or Wednesday 7<sup>th</sup> November 2018**.