

## Sports Volunteering Coordinator

Job Ref: REQ190189

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 5 (AD5)

#### Job Purpose

To develop, lead and manage all sports volunteering as part of the Coach & Volunteer Academy (CVA) and wider Sport Development Centre (SDC).

- Manage all aspects of the sports volunteering strands of the CVA.
- Support the Sports Coaching, Officiating & Outreach Manager to co-manage the CVA to achieve its overall goals and targets.
- Work alongside the SDC, Athletic Union (AU) and School of Sport, Exercise & Health Sciences (SSEHS) to lead on:
  - The recruitment and coordination of placement students and volunteers, ensuring the skills and aspirations of students are aligned to the relevant specialisms within the volunteering strands.
  - Identifying the training and development needs of student volunteers and the resources and professional support required to design and deliver a programme of professional and personal development.
  - The deployment of student volunteers into opportunities that support and enhance the delivery of university sport and that are relevant to the ambitions and progression of student volunteers.
  - Oversee an effective performance measurement/monitoring system, ensuring successes are celebrated and widely shared and shortcomings effectively addressed.
  - As part of the wider SDC workforce development team, work collaboratively to ensure effective alignment of the CVA within the overall objectives of the University.

#### Duties and Responsibilities

- Provide line management support and mentoring to the Sports Volunteering Assistant Coordinator or the Sports Volunteering Intern position.
- Alongside the Sports Coaching, Officiating & Outreach Manager:-

- Be responsible for the devolved CVA budget and all other resources related to the work of the CVA.
- Develop and maintain an effective system of evaluation and feedback from students in the CVA.
- Oversee an effective performance measurement / impact reporting system, ensuring successes are celebrated and widely shared and shortcomings effectively addressed.
- Develop and implement a marketing and recruitment plan to increase the reputation, profile and quantity of volunteers. This will include areas such as social media content, written articles, e-newsletters and other communication and marketing activities.
- Oversee the on-going development of the CVA Portal (Volunteer Management System)
- Manage and develop the volunteering strands of the CVA including: Performance Support, Gym, Health & Fitness, Event Management, Marketing & Communications, Sports Development & Leadership) based upon Loughborough Sport deployment requirements and the vocational interests and needs of students.
- Devise, develop and deliver high quality competency frameworks for volunteering strands that are industry relevant and specific and include professional training, development, mentoring and support.
- Work with local, regional and national sporting partners, to identify and deliver CPD training that is industry relevant and develops and improves volunteering and employability skills.
- Work across the SDC, AU, SSEHS and wider partners to standardise the minimum requirements of hosting and mentoring sports volunteers to ensure high quality experiences.
- Support the SDC – SSEHS Integration Group to coordinate all activity relating to student placements and volunteering roles.
- Work with the SDC Head of Performance Support and the SSEHS Head of Placements to coordinate all student placements and volunteers.
- Identify new areas of sports volunteering according to the needs of both Loughborough Sport and the students.
- Work with local, regional and national sport partners to identify volunteering opportunities external to the University that enhance student development and progression.
- Work with the Sports Volunteering and Employability Manager to provide pathways into employment long-term for volunteers.
- To attend regular meetings with other key University personnel, external agencies and contribute appropriately.
- To carry out any other duties, commensurate with grade, that may be reasonably requested.

### **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.

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/db/>) for more details.

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/>

## **Organisational Responsibility**

Reports to the Sports Volunteering 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
<b>Experience</b>	Experience of recruiting, deploying and managing volunteers.	1,3
	Experience of devising training & development packages to support ongoing CPD for volunteers.	1,3
	Experience of working as part of a team.	1,3
	Experience of partnership working, developing and coordinating sports volunteering opportunities.	1,3
	Experience in the use of social media.	1,3
	Previous experience of monitoring budgets and following financial procedures.	1,3
	Relevant experience of working in an office environment.	1,3
<b>Skills and Abilities</b>	Excellent communication and interpersonal skills.	1,3
	Ability to develop good working relationships with people at all levels.	1,2,3
	Excellent organisational and time management skills.	1,3
	Ability to work on own initiative.	1,3
	Leadership skills.	1,2,3
	Ability to inspire and motivate others.	3
	IT skills necessary for analysis, report writing, minute taking, presentations and general communication (Microsoft Office).	1,2,3
	Ability to multi-task and work under pressure to meet deadlines.	1,2,3
	Attention to detail.	1,3
<b>Training</b>	Be committed to, and actively participate in, a programme of continuing professional development.	1,3
<b>Qualifications</b>	Educated to degree level or equivalent related experience.	1,3
<b>Other</b>	Knowledge of a broad range of sports and their requirements.	1,3
	An understanding of the structure of sport in the UK.	1,3
	Knowledge of the UK sporting landscape and the role of Sport England, national sports partners and NGBs.	1,3
	Appreciation of barriers to sports volunteering and participation including and current sports volunteering and participation trends.	1,3
	Flexibility with a willingness to work outside normal working hours including some work in the evenings and at weekends.	3
	Enthusiastic with a keen interest in sport.	3

	To provide a satisfactory disclosure statement (see <a href="http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/">http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/</a> ) for more details.	3
	A commitment to observe the University's Equal Opportunities, H&S and IT Acceptable Use policies at all times.	1,3

#### Desirable Criteria

Area	Criteria	Stage
<b>Experience</b>	Experience of working with employers to develop voluntary / placement opportunities.	1,3
	Experience of devising sport specific training & development packages (including performance support, marketing and communications, gym, health & fitness sports leadership and event management) for volunteers.	1,3
	Experience of managing staff.	1,3
	Experience of working with the national sport partners.	1,3
	Experience in the use of marketing and social media to increase participation and engagement.	1,3
	Experience of organising events.	1,3
<b>Skills and Abilities</b>	Proactive use of social media.	1,3
	Ability to collect, analyse and interpret data.	1,3
<b>Qualifications</b>	A degree in a sport/leisure or business-related subject.	1,3
<b>Other</b>	Knowledge of local sports partners including CSPs and community sport delivery agencies.	1,3
	An understanding of the working practices of Higher Education and University sport and the roles of the Athletic Union and SSEHS.	1,3

## Conditions of Service

The position is full-time and open-ended. Salary will be on Administrative Services Grade 5, £24,771 - £29,515 per annum, subject to an annual pay award. 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 grades 1 to 5 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>.

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## Application

**Application closing date: Sunday 17 March 2019**

**Interviews will be held on Monday 25 March 2019**