

Recreational Sport and Physical Activity Graduate Intern

REQ200195

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 3 Intern

Job Purpose

To organise, deliver and enhance specific elements of the My Lifestyle programme, ensuring it provides opportunities for our students to participate regularly in recreational sport and physical activity at a level appropriate to their needs.

Key Tasks:

To assist with:

- the planning and delivery of the My Lifestyle programme
- developing the capacity of students to deliver recreational sport and physical activity through the My Lifestyle programme
- the delivery of a targeted communications plan, including all marketing and promotional materials, social media and website

and:

- to provide feedback to the Recreational Sport & Physical Activity Coordinator on participation and progression levels, and quality of student experience

Duties & Responsibilities

- Support the delivery of daily My Lifestyle activities and larger scale events including booking of facilities, scheduling and deployment of coaches and instructors and making sure equipment is available.
- Assist with the recruitment, training and identification of CPD opportunities for student volunteers and coaches involved in the delivery of My Lifestyle that is consistent with the Coach and Volunteer Academies (CVA).
- Meet regularly with student activators, coaches and instructors, keeping them informed of developments and gaining feedback about activities they deliver.
- Assist with the administration of recreational activities ensuring student volunteers record information accurately and on a timely basis.

- Input data of student participants who are engaged with My Lifestyle and any other recreational sports activities, and work with the Coordinator to continually improve the efficiency of data collection.
- Work with the IMS and Competition Intern/Assistant Coordinator to collate and analyse data on student participation levels.
- Work with the Coordinator and Students Union to deliver focus groups and surveys that help to identify student need and contribute to the development of new opportunities particularly those that engage new participants.
- Assist the Coordinator and Development team in identifying and investigating potential opportunities that will meet the needs of students and grow student participation levels.
- Assist with the delivery of marketing and promotional materials and social marketing campaigns that engage with new participants and target groups, including the maintenance of the My Lifestyle website and social media pages.
- To be the first point of contact, dealing with day to day enquiries and escalating problems when required.
- Deliver engaging and informative presentations and induction talks to a variety of audiences, including students, University departments and external partners.
- Attend regular meetings with the Coordinator, other key University personnel and external agencies, and to contribute appropriately.
- To carry out any other duties commensurate with the 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

This post is offered as part of a one year training and development programme and is available to recent Loughborough graduates, i.e. those who have or are about to graduate from undergraduate programmes at Loughborough. At the end of the internship, candidates will be considered for employment into an alternative complementary position for an additional 12 month period. This progression is not guaranteed and decisions will be made based on performance and overall development during the 12 month internship.

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/dbs/>) for more details.

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 Recreational Sport & Physical Activity 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
Experience	Experience of working as part of a team.	1,3
Skills & abilities	Excellent communication and interpersonal skills and the ability to develop good working relationships with people at all levels.	1,2,3
	Good written English and copy writing experience.	1
	Excellent organisational and time management skills.	3
	Ability to work on own initiative.	1,3
	Excellent leadership skills.	1,3
	Ability to inspire and motivate others.	3
	IT skills necessary for analysis, report writing, presentations and general communication (Microsoft Office).	1,3
	Ability to multi-task and work under pressure to meet deadlines.	1,3
Training	Willingness to actively participate in a programme of continuing professional development.	3
Education & Qualifications	Degree from Loughborough University.	1
Equality & Diversity	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace.	3
Other	Knowledge of a broad range of sports and their requirements.	1,3
	Enthusiastic with a keen interest in sport & physical activity	1,3
	An understanding of university sport & physical activity programmes.	1,3
	Willingness to work outside normal working hours including some work in the evenings and at weekends.	3
	A commitment to observe the University's Equal Opportunities policy at all times.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of organising events.	1,3
	Experience in the use of social media.	1,3
	Experience of web content management systems such as WordPress.	1,3
	Experience of working in an office environment.	1,3
Education & Qualifications	A degree in a sport/physical activity related subject.	1

Other	Knowledge of the local area and key providers of sport and physical activity.	1,3
	An understanding of the structure of sport & physical activity in the UK.	1,3
	A working knowledge of University sport practices and roles of the SDC, Loughborough Students Union/Athletic Union and Loughborough College.	1,3

Conditions of Service

The position is **full-time** and **fixed-term** between 1 August 2020 and 31 July 2021. Salary will be on Administrative Services Grade 3, £18,009 per annum, subject to annual pay award.

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>.

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/>