

Recreational Sport & Physical Activity Coordinator

REQ210756

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

BACKGROUND INFORMATION

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

Equally important to us is the ability to offer every student the opportunity to enjoy life shaping experiences through sport and physical activity; be that as a participant, a leader, a coach or as a committed volunteer. Whilst these might seem lofty aspirations we have plenty of evidence that for many of our students the experience of being involved in sport at Loughborough has been life shaping in extraordinarily diverse ways.

This is partly because we have a shared philosophy that at all times we seek to empower students to take responsibility for delivering large elements of the overall student sport experience. To achieve this we run academies in leadership, volunteering and coaching that ensure we nurture a high quality 'workforce' of student volunteers who are committed to delivering student sport and physical activity programmes.

Whilst we want to develop the abilities of the many talented and able sportspeople at Loughborough we are equally determined to appeal to all types of students regardless of sporting prowess or ability. Many of our students want to play competitive sport at a level appropriate to their abilities and we want to broaden the scope of our current offer.

You will be based within the Development Team and expected to work across the Sport Development Centre and wider University, including with campus partners such as the Student Union who are partners of Loughborough Sport.

Job Description

Job Grade: Administrative Services Grade 5

Job Purpose: Develop, lead and manage recreational sport and physical activity programmes on campus in order to meet the needs of our students. This position will also oversee the My Lifestyle and support the Active Campus initiatives ensuring the highest quality and broadest range of opportunities for our students to participate regularly at a level appropriate to their needs.

Job Duties:

- Manage sport and physical activity participation programmes developed through student consultation and data insight.
- Manage and provide line-management support to the My Lifestyle Intern/Assistant Coordinator to achieve the goals and targets set within the programme.
- Enable and oversee a student workforce to be able to lead and deliver sport and physical activity programmes.
- Work in partnership with key stakeholders to ensure success.
- Oversee an effective performance measurement/monitoring system, ensuring targets are met, successes are celebrated and shortcomings effectively addressed.

- Support the development of an active campus from design to delivery.
- Oversee the collection and analysis of data and records of student participants who are engaged with My Lifestyle and other recreational sport and physical activities.
- Through research, identify the sport expectations of our students and develop sustainable participation opportunities that meet those identified needs.
- Develop specific expertise on student market segmentation and investigate and innovate new methods of reaching target markets.
- Oversee the delivery of recreational sport and physical activity programmes, including My Lifestyle and mass participation events, ensuring they are delivered safely and efficiently and that risk assessments are carried out as necessary.
- Regularly seek and review student participant and coach/volunteer feedback on participation and progression levels and quality of student experience.
- Produce and deliver a targeted communications plan, including all marketing and promotional materials, social media and website content for the recreational sport and physical activity initiatives, including the My Lifestyle programme.
- Be responsible for the devolved My Lifestyle budgets and all other resources related to recreational sport.
- Work with regional and local sport partners to identify potential resources and funding streams that enhance the student sport experience and that support the development of opportunities to achieve SDC targets.
- Act as advisor and mentor to student volunteers by providing support, identifying progression opportunities and assisting with the resolution of any issues that may arise.
- Work closely with the Head of Sports Development to meet the needs of students and to provide supportive and complementary opportunities that engage with new participants.
- Work in collaboration with the Student Sport Team and wider SDC to identify appropriate recreational sport opportunities which help achieve our participation and satisfaction targets.
- Work with the CVA and National Governing Bodies of Sport (NGBs) to support the development of student activators and volunteer coaches and leaders.
- Manage the successful recruitment, training and deployment of student activators and coaches for the program working closely with the CVA Coordinators.
- Oversee the maintenance of content for the My Lifestyle website pages, social media outlets and printed materials.
- Develop insights through data and market research to support the development of an active campus
- 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

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 Head of Sports Development.

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
	Experience of working with students/young people.	1, 3
	Experience of working to increase participation in sport and physical activity.	1, 3
	Experience of leading teams for specific tasks.	3
	Experience of managing projects, specifically around data insight.	1, 3
	Previous experience of monitoring budgets and following financial procedures.	1
	Relevant experience of working in an office environment.	3
	Experience of managing staff.	1, 3
Skills and abilities	Excellent communication and interpersonal skills.	1, 3
	Ability to develop good working relationships with people at all levels.	1, 3
	Ability to collect, analyse and interpret data.	1, 3
	Excellent organisational and time management skills.	3
	Ability to work on own initiative.	1, 3
	Leadership skills.	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
	Excellent attention to detail.	3
	Training	Be committed to, and actively participate in, a programme of continuing professional development.
Commitment to personal development.		3
Qualifications	A Level or equivalent vocational qualification.	1
	GCSE or equivalent in English and Maths.	1
Other	Knowledge of a broad range of sports, physical activity and their requirements.	3
	An understanding of the structure of sport in the UK.	3
	Knowledge of the UK sporting landscape and the role of Sport England, national sports partners and NGBs.	3

	Appreciation of barriers to participation and current participation trends.	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 and physical activity.	1, 3
	A commitment to observe the University's Equal Opportunities, H&S and IT Acceptable Use policies at all times.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of organising events.	1, 3
	Experience of working with the national sport partners.	1, 3
	Experience of the health and fitness/physical activity sector.	1, 3
	Experience in the use of marketing and social media to increase participation.	1, 3
Skills and abilities	Proactive use of social media.	3
	Ability to inspire and motivate others.	3
Qualifications	A degree or equivalent in a sport/leisure /health/activity related subject.	1
Other	Knowledge of local sports partners.	1, 3
	An understanding of the working practices of University sport and the roles of the Athletic Union.	1, 3

Conditions of Service

The position is **Full Time** and **Open-ended**. Salary will be on **Administrative Services Grade 5, Salary Band £25,627 - £30,497** per annum, 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 Academic and Related staff/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/>

Applications

The closing date for receipt of applications is **Thursday 26 August 2021**. Interviews will be held on **Thursday 9 and Friday 10 September 2021**.