

Sports Development Manager

REQ220019

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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: Management and Specialist Grade 6

Responsible To: Head of Sports Development

Responsible For:

- Recreational Sport & Physical Activity Coordinator
- Competitions Intern/Assistant Coordinator
- Competitions Officer

Job Purpose

Lead and develop the internal competitions (non BUSCs) and recreational sport and physical activity programmes at Loughborough University.

Key Tasks

- Develop and manage an agreed competitive sport programme, including Intra-Mural Sport (IMS) and Social Sport, to achieve participation and student experience goals.
- Develop and manage a recreational sport and physical activity programme, including the My Lifestyle initiative, to meet the sporting needs of all our students no matter of motivation or ability.
- Work alongside the Head of Sports Development to develop a recreational competitive sport and physical activity strategy.
- Through research, identify the sport and physical activity expectations of our students and develop sustainable opportunities that meet those identified needs.
- Work alongside our performance programmes and other key stakeholders, including the AU, to support cross-team working and whole sport planning.
- Develop pathways into AU clubs through the development of talent programmes, including All-stars, super-series and varsities with Nottingham and Durham.
- Ensure integration, alignment and efficient use of resources with the wider Development & Performance Team, AU, SDC and University programmes and especially the work of the CVA.
- Produce and deliver a targeted communications plan, including all marketing and promotional materials, social media and website content for these programmes.

Duties and Responsibilities

- Provide line-management support and mentoring to the Sport Competition Intern/Assistant Coordinator, Sports Competition Officer and Recreational Sport & Physical Activity Coordinator.
- Be responsible for the devolved IMS and competitive sport budget and all other resources related to competitive sport programmes.
- 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 goals.
- Act as advisor and mentor to student leaders by providing support, identifying progression opportunities and assisting with the resolution of any issues that may arise.
- Manage the delivery of IMS and other competitive sport activities and events, including Social Sport, ensuring they are delivered safely and efficiently and that risk assessments are carried out as necessary.
- Work alongside the Recreational Sport & Physical Activity Coordinator to manage the delivery of recreational sport and physical activity programmes, including the My Lifestyle initiative, ensuring they are delivered safely and efficiently and the risk assessments are carried out as necessary.
- Working with SDCs Data Insight Manager to assess all relevant research, consultation and data to ensure students competitive sport needs are fully understood. Initiate additional research and consultation where necessary.
- Work in collaboration with the Development & Performance Team, AU and wider SDC to identify appropriate competitive sport opportunities which help achieve our participation and satisfaction goals.
- Through student consultation, develop competitive activities that meet the needs of students and provide development opportunities for those who have not been successful through the trials process.
- Coordinate the delivery of all competitive sport opportunities ensuring alignment and efficient use of resources and facilities.
- Liaise with the bookings officer to ensure optimisation of available space for recreational sport, competitive opportunities and physical activity programmes.
- Work collaboratively with the CVA to enhance and support the delivery of recreational sport and physical activity and competitive sport opportunities.
- Work with the CVA and National Governing Bodies of Sport (NGBs) to support the development of student leaders, coaches, activators and officials.
- Manage the delivery of competitive sport opportunities and provide leadership to support the delivery of recreational sport and physical activity programmes, ensuring they operate efficiently and effectively, empowering students to take the lead where appropriate.
- Work with the wider SDC on the tendering process to ensure all IMS clothing is appropriately sourced annually.
- Work with the SDC Communications Team, Design and Print Services and the Students Union to develop high quality marketing and promotional materials that engage with target groups.
- Oversee the maintenance and development of content for the Social Sport and IMS and other competitive sport website pages and social media outlets.
- Identify and utilise the most efficient competitions management system to schedule events, plan fixtures, record results and monitor participation and liaise with the system providers to ensure it meets the needs of the programme.
- Oversee the collection and analysis of data and records of student participants, identify and implement improvements to service provision and the efficiency of data collection.

- Organise and oversee our showcase events and the annual presentation evenings for IMS.
- Attend regular meetings with the wider Development Team and other relevant key University personnel, external agencies and contribute appropriately.
- 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

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 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.	1,3
	Experience of managing projects.	1,3
	Experience of organising competitions and events.	1,3
	Previous experience of monitoring budgets and following financial procedures.	1,3
Skills & abilities	Excellent communication and interpersonal skills.	1,3
	Ability to develop good working relationships with people at all levels.	1,2,3
	Ability to collect analyse and interpret data for both monitoring and evaluation and reporting purposes.	1,3
	Excellent organisational and time management skills.	2,3
	Ability to work on own initiative, under pressure and meet deadlines.	3
	Excellent leadership skills and ability to inspire and motivate others.	1,3
Education/qualifications	Degree or equivalent vocational experience.	1
Training	Willingness to actively participate in a programme of continuing professional development.	1
	Demonstrate evidence of having undertaken further training.	1
Other	Knowledge of a broad range of sports and their requirements.	1,3
	An understanding of the structure of sport in the UK.	1,3
	Flexibility with a willingness to work outside normal working hours including some work in the evenings and at weekends.	1,3
	An understanding of the working practices of Loughborough Sport and the roles of the SDC, Loughborough Students Union and Loughborough College.	1,3
	Enthusiastic with a keen interest in sport and physical activity	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
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Experience	Experience of coaching and/or officiating	1,3
	Experience in the use of marketing and social media to increase participation.	1,3
	Experience of developing and using tournament management systems.	1,3
	Experience of working with sports volunteers, particularly students and young adults.	1,3
Skills and Abilities	Proactive use of social media.	1,3
	Ability to collect, analyse and interpret data.	1,3
Education & Qualifications	A degree in a sport/leisure /health/activity related subject.	1
Other	Knowledge of local sports partners.	1,3
	An understanding of the working practices of HE 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 Management & Specialist Services Grade 6 (£31,406 to £40,927 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 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/>