

## Assistant Performance Coach and Para-Swimming Lead Coach

Job Ref: REQ220780

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

#### Job Purpose:

- To Work with the Director of Swimming and Head Coach to develop and lead an integrated Para-Swimming programme within Loughborough Swimming.
- To take the lead in co-ordinating a targeted recruitment strategy for Para-Swimmers, ensuring that Loughborough Swimming attracts and meets the needs of Para-swimmers across all Classifications.
- Develop strong relationships and work in partnership with British Para-Swimming, Home Nation Para-swimming programmes, clubs and coaches in the UK and overseas.
- To take the lead in co-ordinating all aspects of competition entries and logistics.

#### Job Duties:

##### *Coaching, Training and Recruitment*

- Integrate as part of the Loughborough Swimming Coaching Team fulfilling all duties as required by the Director of Swimming with both able bodied and Para swimmers.
- Coach and prepare swimmers for a range of competitions throughout the year including BUCS, National and International competitions, ensuring that Para-swimmers have bespoke training programmes that meet their individual needs.
- Contribute to the creation of a world-class daily training environment for Para-Swimmers by assisting the Director of Swimming and Head Coach in organising, delivering and monitoring a high-performance swim programme (as designated by the Director of Swimming).
- Liaise with the Loughborough Swimming Recruitment Co-ordinator to ensure an increasing number of high-performance Para-athletes are coming into the University each year.
- Plan and evaluate for individual athletes including regular review meetings with each swimmer to discuss progress and process goals and the submission of relevant information to the Head Coach.

- Seasonal planning that utilises the available Sport Science and Sports Medicine resources within the Performance Structure of the Loughborough Swimming programme.
- Support the development of the performance pathway within the Loughborough University Swimming programme so that athletes have the opportunity to progress.
- Commit to developing Para-specific technical knowledge including a strong understanding of Classification.
- Where applicable, ensure that all Loughborough Para-Swimmers have appropriate National/International Classification paperwork.
- Work in conjunction with the Head of Para Sport to support the delivery of the wider Para Sport strategy at Loughborough.
- Work collaboratively and develop strong working relationships with key partners such as British Para-Swimming, Swim England and other Home Nation swimming programmes.
- Work with Loughborough University Athletics Union to ensure inclusive swimming opportunities for students with disabilities, with a focus on participation and entry level training.
- Work collaboratively with coaches across other Para Sport programmes at Loughborough, including Para-Triathlon to provide technical coaching support when required.
- Seek out CPD opportunities within Loughborough Sport, working with and observing other high-performance coaches in their sporting environments.
- Attend all Performance Sport meetings as required by the Director of Swimming.
- Attend and support Open Days.
- Develop your IDT to provide support for Para Swimmers within the Loughborough Swimming programme.
- A willingness to work all hours including early mornings, evening, weekends, university closure days and bank holidays
- Regular domestic travel (and internationally when required) to include club visits, training camps and competitions. This will often involve overnight stays.
- To attend the key swimming meets each season.
- Provide cover where appropriate or necessary for the Director of Swimming and Head Coach on a needs basis.

### ***Management and Administration***

- Provide pastoral support and care to swimmers in conjunction with other coaching, academic and performance sport staff (e.g. ACE or PALS mentors).
- Provide support to the Director of Swimming and Head Coach in liaising with the Athletic Union (AU).
- To undertake other management & administration roles that will enhance the programme and post holders personal & professional development.
- Lead on the targeted recruitment process of high-performance Para-swimmers, liaising with athletes, their coach and parents and British Para-Swimming, to attract them into the Loughborough University Swimming programme.
- Develop and strengthen relationships with the team sponsor (currently Arena). Ensure athletes are compliant in wearing technical equipment that is branded with the team sponsor in both training and competition.

### ***Budgetary Responsibilities***

- Assist the Director of Swimming in preparing, managing and monitoring the Loughborough University Swimming budget.
- Participate in the development of income generating activities that can financially support the Loughborough Swimming programme.

### ***Public Relations***

- Promote the profile of Loughborough University Swimming and Loughborough Para Sport through providing regular information for use on the Loughborough Swimming website, social media and other promotional publications.

### ***Other Requirements***

- Contribute to the sharing of coaching ideas and skills within the high-performance educational forums available on campus.
- Actively work to promote Loughborough University sport and Loughborough Swimming generally.
- To promote adherence to ethical guidelines and regulations with regard to drugs and doping in sport, in line with UK Anti-Doping (UKAD) guidelines and the Loughborough University 'Clean Sport' commitment.
- In conjunction with the SDC Education and Development Manager, to ensure that all athletes attend appropriate anti-doping workshops (such as 100% ME).
- Adhere to relevant ASA and generic coaching codes of conduct e.g. scUK Code of Practice for Sports Coaches.
- Promote and uphold University values through personal example and working practices.

### ***Special Conditions***

It will be necessary to work outside "normal" office hours including early morning and evening training sessions and competitions at weekends. This may also include an expectation to coach on public holidays and university closure days.

This post is offered on an open-ended basis.

### ***Organisational Responsibility***

Director of Swimming

## 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>	Knowledge of current coaching and training processes and their application (including Para-swimmers)	1,2,3
	Experience of coaching high-level Para-swimmers and/or talented young Para-swimmers.	1,3
	Proven experience in the development of long-term coaching programmes.	1,3
	Experience of managing swimming teams.	1,3
<b>Skills and Abilities</b>	Proven swimming coaching ability.	1,2,3
	Excellent communication, athlete management and motivation skills.	3
	Ability to lead and motivate others.	1,3
	Excellent organisational and time- management and skills.	1,3
	IT skills necessary for analysis, report writing and general communication.	1,3
<b>Training</b>	Willingness to update First Aid and Health and Safety requirements.	3
<b>Qualifications</b>	UKCC Level 2 or above or equivalent overseas award (or working towards).	1,3
<b>Other</b>	Willingness to work irregular hours as necessary.	1,3
	Adherence to the Loughborough University 'Clean Sport' Commitment Statement.	3
	To observe the University's Equal Opportunities policy at all times.	3

### Desirable Criteria

Area	Criteria	Stage
<b>Qualifications</b>	Sport related degree or equivalent experience.	1,3
	UKCC Level 3 or above or equivalent overseas award.	1
<b>Other</b>	Dedication, determination and a dynamic outlook & willingness to go above and beyond.	1,3
	A passion for supporting Para-athletes and Para sport in general	1,3

## Conditions of Service

The position is full-time and open-ended. Salary will be on Operational Services Grade 5, £25,627 to £30,497 per annum, subject to an annual pay award, 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 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/>