

## **Sports Competitions OFFICER**

**Job Ref: REQ221011**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 4 (AD4)

**Responsible To:** Sports Development Manager

#### **Job Purpose**

To support the delivery and development of internal sports competition programmes and events at Loughborough University.

#### **Key Tasks:**

To support the Sports Development Manager to:

- Develop, plan and deliver an agreed competitive sport programme, including Intra-Mural Sport (IMS) and Social Sport, to achieve participation and student experience goals.
- Provide regular feedback to the Sports Development Manager on participation levels and quality of student experience.
- Support the delivery of an effective competitions management and data system to ensure decisions on programme developments are informed and are evidence based.

#### **Duties & Responsibilities:**

- Support the delivery of daily activities and larger scale events including booking of facilities, scheduling of fixtures and deployment of officials and volunteers.
- Work with the Sport Competition Graduate Intern/Assistant Coordinator to coordinate the delivery of IMS and other competitive sport activities and events, including Social Sport, ensuring they are delivered safely and efficiently and support the Sports Development Manager to ensure risk assessments are carried out as necessary.
- Work in partnership with key stakeholders, including students both currently engaged and not engaged, to consult, gather data and insight and ultimately positively develop the internal competitions offer at Loughborough University.
- Provide support to student executive volunteers, responsible for the coordination and delivery of the IMS and Social Sport programmes at Loughborough.

- Assist with the organisation of the annual IMS presentation evening, IMS Varsity and All Stars, including producing event communications and booking of suppliers.
- Attend regular meetings with the Competitions and Recreational Sport team, Coordinator, other key University personnel, external agencies and contribute appropriately.
- Investigate and formally propose for consideration by the Development Team and wider SDC potential opportunities that will develop and grow student sport participation and physical activity levels.
- Work closely with the Sport Development Centre and wider University to identify competitive sport opportunities, ensuring integration and alignment of opportunities through a collaborative approach.
- Work with relevant partners including National Governing Bodies on the development and delivery of a range of competitive opportunities.
- Work with the SDC Commercial Team on the tendering process to ensure all IMS clothing is appropriately sourced annually.
- Adhere to the SDC values and act as a mentor and role model to sports interns and student volunteers.
- Carry out any other duties, commensurate with grade, that may be reasonably requested.
- Provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of this post.
- Undertake any training and development deemed appropriate for the position by the SDC Operations Manager and the relevant line manager.

### **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.

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 postholder will/may be required to provide a satisfactory disclosure statement (see <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> ) for more details.

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 Sports Development Manager

## 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 with students/young people.	1,3
	Experience of coordinating projects and working in a fast paced, multi-faceted environment.	1,3
	Experience of working to increase participation in sport and physical activity.	1,2,3
	Experience of working as part of a team.	1,3
Skills and abilities	Excellent communication and interpersonal skills and the ability to develop good working relationships with people at all levels.	1,2,3
	Excellent organisational and time management skills.	1,2,3
	Ability to work on own initiative.	1,3
	IT skills necessary for analysis, presentations and general communication (Microsoft Office).	1,3
Training	Willingness to actively participate in, a programme of continuing professional development.	1,3
Education/Qualifications	A-Level (or equivalent standard of education).	1,3
	GCSE in English and Maths (or equivalent)	1,3
Other	A basic knowledge of a broad range of sports and their requirements.	1,3
	Knowledge of the structure of sport in the UK.	1,3
	Willingness to work outside normal working hours including some work in the evenings and at weekends.	1,3
	Enthusiastic with a keen interest in sport.	1,3
	A commitment to observe the University's Equal Opportunities, Health & Safety and IT Accessible Use policies at all times.	1,3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working with, or as a sports volunteer.	1,3
	Experience of working in a HE setting.	1,3
	Experience of developing and using tournament/competition management systems.	1,3
	Experience of working with sports organisations and national sport partners.	1,3
Skills and abilities	Digital and social media skills.	1,3

Qualifications	A degree (or equivalent standard of education) in sports or physical activity	1,3
Other	A basic understanding of the working practices of University sport.	1,3

## Conditions of Service

The position is full time on a 1-year fixed term basis, with extension subject to funding. Salary will be on Administrative Services Grade 4 £21,135 - £24,871 per annum. 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 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/>