

## Swimming Programme Coordinator – August 2022

Job Ref: REQ221099

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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

#### Job Purpose

Responsible for supporting the organisation and development of the Loughborough University Swimming programme and supporting the Director of Swimming to deliver income generating projects.

#### Background

The role will primarily focus on organisation and administration. They will work closely with other members of the SDC and liaise with several internal departments and organisations including, all Loughborough Swimming coaching staff, Loughborough Students' Athletic Union (AU), and key stakeholders, both nationally and internationally.

#### KEY TASKS

The role will encompass several key areas of operation for Loughborough Swimming. With daily input and mentoring from all Loughborough Swimming coaching staff, the Swimming Programme Coordinator will be expected to:

#### Performance Programme

- Support Loughborough Swimming Coaches in their organisation of an effective swimming programme throughout the pathway, so they can compete successfully in national and international swim meets.
- Be the first point of contact for any Loughborough Swimming enquiries, providing relevant pathway information to potential recruits.
- Undertake administrative and operational tasks including but not limited to:
  1. Ensuring all swimmers are registered with Swim England
  2. Support coaches with the organization of training camps and associated logistics.
  3. Support coaches and swimmers with all competition logistics
  4. Assist the coaches with BUCS entries across the year.
  5. Ensure all kit order logistics are managed efficiently.
  6. Support coaches with the collection of all training fees.
- Coordinate communications with key stakeholder groups such as parents, sponsors and alumni.
- Attend and contribute to internal and external meetings about the Loughborough Swimming programme and the development of swimming at Loughborough University.
- Support the organisation of swimmer recruitment and attend key meets throughout the year to support the Swimming Coaches and develop relationships nationally and internationally. This would also include attendance at University Open Days and coordination of swim camp activity run by the Loughborough Swimming.

- Raise the profile of Loughborough Swimming through improvements in media outlets. This will include improvements in the Loughborough Swimming layout/structure/information shown on the University website, promotion of events across social media, and other areas of development.
- Assist in information requests for current and potential sponsors.
- Carry out project work, e.g., providing information for facility developments as directed by the Director of Swimming or the Senior Performance Programme Manager.

### **General Requirements**

- Actively work to promote Loughborough University sport, Loughborough Swimming, and the University as a whole.

### **General Administration (to be added to all roles)**

1. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing primarily with students and academic staff but will also include external organisations and parents.
2. To undertake general clerical duties such as photocopying, filing, binding and laminating of documents.
3. To 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 the post.
4. To ensure compliance with relevant University policies and procedures.
5. To undertake any training and development deemed appropriate for the position by the School 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**

It will be necessary to work outside normal 9-5 working hours, including work in the evening 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 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
Experience	Previous relevant experience of co-ordinating a sports programme.	1,2,3
	Previous experience of working as part of a team.	1,3
	Previous experience of working in an office environment.	1,2,3
Skills & abilities	Excellent communication and interpersonal skills.	1,2,3
	Excellent organisational and time management skills.	1,2,3
	Ability to multi-task in an open plan office environment.	1,2,3
	Ability to work cooperatively, flexibly and to meet deadlines.	3
	IT skills necessary for general communication and basic report writing.	1,2,3
	Knowledge of swimming and the issues in running a swimming programme.	1,3
Qualifications	Educated to A Level or equivalent experience.	1,3
Training	Willingness to learn and improve experience in some of the following: Adobe InDesign PR Video Preparation Website Design	1,3
Other	Willingness to work irregular hours as necessary.	3
	To observe the University's Equal Opportunities policy, H&S policy and SDC's anti-doping policy.	1,3

### Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of using Microsoft Office (Word, Excel, Access and PowerPoint).	1,2,3
	Previous experience working in a sport in higher education environment.	1,3
	Experience of working in a high-performance environment	1,2,3
	Sports Marketing & PR experience.	1,3
Skills & abilities	Presentation / layout / design skills.	1,2,3
	Knowledge of British Swimming issues.	1,2,3
Qualifications	Sport related degree	1,3

## Conditions of Service

The position is full-time and open-ended. The role will be offered on a 1.0 FTE basis (37 hours per week) and the post holder will need to work outside office hours on occasion. Salary will be on Administrative Services Grade 4 per annum (£22,149-£25,642 subject to 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 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 child-care 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/>