

## Head of Para Sport

Job Ref: REQ221217

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 & Specialist Grade 7**

#### School/Department summary

We are seeking an experienced individual to continue to drive our para sport agenda across the University. This role will be responsible for continuing to pursue Loughborough University's strategic direction for para sport and developing its para sport offer at all levels from recreational sport and physical activity through to elite performance

We want to continue to build on our reputation as the Number 1 Sporting University in all areas including para sport. This role is focused on driving forward our exciting vision for para sport, by continuing to develop the disability sport offer for the University and influencing stakeholders at a local and national level.

#### Job Purpose

To work as part of the Performance & Development Team (P&D team) of the Sport Development Centre (SDC) to develop and implement the University's para sport vision, aims and values; to contribute to an inclusive and integrated sport strategy for those with a disability and to coordinate the development and delivery of specific para sport plans as required.

To strategically align the work of the Performance & Development Team with the activity of the Athletic Union in order to specifically enhance the para sport offer for students with a disability.

#### Key Tasks

- To be an active advocate for para sport and driving positive opportunities for all students with a disability at all levels of the sporting pathway.
- To ensure that specific para sport strategies and considerations are embedded within all functions of SDC from the playing of sport/physical activity through to coaching and volunteering opportunities.
- To contribute to strategic planning, and the formulation of performance policies and procedures, for the performance team, specifically for para sport.
- To input into the University's sport talent strategy [recruitment, development and exit], in particular for athletes with a disability.
- To lead and manage coaching staff in selected para sport performance programmes to meet performance objectives.

- To advocate for an interdisciplinary approach to the development of para athletes and para sport and ensure all staff do the same.
- To support aspects of SDC's work with the Athletic Union in delivering high quality training and competition for athletes with a disability in non-Performance AU Clubs as requested by the Head of Performance Programmes and in conjunction with the Performance Programme Managers.
- To work within the Performance & Development Leadership Team to ensure a coordinated approach to the delivery of the overall performance strategy, leading on specific elements.
- To advocate across the University for more and better opportunities for students with a disability, including driving towards a fully inclusive and accessible sporting offer.
- To develop and maintain effective partnerships with external agencies, e.g. British Paralympic Association, UK Sport, and National Governing Bodies of Sport e.g. British Wheelchair Basketball, to enhance the quality of the offer within designated sports and specific facilities in order to meet University and Centre objectives.
- To develop and maintain effective partnerships with internal partners, especially the Student Union, Sports Technology Institute (STI), School of Sport, Exercise and Health Sciences (SSEHS), and manage the input they can have in selected sports to help achieve the overall objectives.

### **General Duties and Responsibilities**

- To work with the performance support team (sport science, medicine and conditioning) to ensure that performance support staff are effectively integrated into para athlete development processes with appropriate para sport knowledge and expertise
- To lead and manage specific cross-sport projects, within agreed timescales and budgets, on behalf of SDC as a whole.
- To integrate the work of our para sport performance programmes with internal partners in facility operation, marketing and communication, commercial activity and student recruitment.
- To work closely with colleagues in the Development team, including the Para Sport Coordinator, Sports Development Manager and the Para Sport Executive Committee to design and deliver new, innovative ways to ensure that students with a disability have opportunities to participate in recreational sport and physical activity.
- To work closely with central functions of the university such as the Student Wellbeing and Inclusivity Team to ensure a holistic and aligned approach towards enhancing the student experience at the University for those with disabilities.
- To work collaboratively with academic colleagues from e.g. the School of Sport, Exercise and Health Sciences to support the delivery of para specific content within academic courses and to create para specific research opportunities .
- In accordance with University procedures, manage the financial operation of selected programmes including the setting and managing of budgets, identifying new revenue streams and ensuring budgets are managed effectively and within agreed parameters.

- To ensure that Health and Safety requirements are adhered to and that all staff are suitably qualified and receive the appropriate training.
- To identify opportunities to positively promote and publicise Loughborough Sport and Loughborough University.
- To work with the Athletic Union (AU) to assist AU clubs improve their planning and development leading to improved performance and increasing levels of para sport participation.

### **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, on occasions, to work outside normal working hours including some 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 Head of Performance Programmes

Responsible for: a number of Director of Sport/Head Coach of specific programmes and/or service leads

## 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	Significant Experience of working in high performance sport.	1,3	
	Experience of working in para sport programmes and/or developing opportunities for people with disabilities	1, 3	
	Experience of inter-disciplinary working within sport	1,3	
	Experience of people management and prioritising tasks.	1,3	
	Experience of project management including budget management in performance sport.	1,3	
	Experience of delivering athlete support services in high performance sport	1,3	
	Skills and abilities	Excellent communication skills (both written and oral).	1,3
Excellent interpersonal, negotiation and facilitation skills.		1,3	
An understanding of computer programmes and management information systems and the ability to effectively use this information.		1,3	
Financial and budget management skills.		1,3	
Ability to deal with and resolve complex issues and develop systems and procedures.		1,3	
Ability to create and monitor performance development plans.		1,3	
Excellent organisational and time management skills.		1,3	
Performance management skills including developing individual and group work programmes, creating performance KPIs and associated evaluation mechanisms.		1,3	
Training		Be committed to, and actively participate in, a programme of continuing professional development.	1,3
Qualifications		Undergraduate degree or proven relevant experience.	1,3
Other	Evidence of using initiative and independent judgement, to manage the planning and co-ordination of major new projects or significant new activities, ensuring plans complement broader strategy.	1,3	
	Knowledge and understanding of the para sport landscape across the UK	1, 3	
	An understanding of the importance of leadership, team dynamics, identifying potential for conflict and playing an active part in ensuring this is managed effectively.	1,3	
	Willingness to work irregular hours as necessary.	1,3	
	Commitment to observing the University's Equal Opportunities policy at all times.	1,3	

## Desirable Criteria

Area	Criteria	Stage
Experience	Applied experience in working with high performance coaches and athletes in multiple sports and/or at a Paralympic level.	1,3
	Experience of delivering paralympic athlete support services in high performance sport	
	Experience of sport within the HE sector.	1,3
	Experience of managing the parallel development of academic excellence and sporting excellence.	1,3
	Experience of travelling with a team to a major international competition at senior or junior level (Paralympics, World Championships, Commonwealth Games, European Championships).	1,3
Skills and abilities	Familiar with Microsoft Office (Word, Excel, Powerpoint and Access).	1,3
Qualifications	Masters degree in related discipline.	1,3

## Conditions of Service

**As a university, we recognise societal and institutional barriers in place that work against the recruitment, development, and progression of careers for those with protected characteristics. In addition, given the specific nature of this role, we are actively encouraging individuals with a disability to apply for this post.**

The position is full time and open ended. Salary will be on Management & Specialist Grade 7. [currentpaystructure.pdf \(lboro.ac.uk\)](#), 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 23<sup>rd</sup> October 2022. Interviews will be held on 11<sup>th</sup> November 2022.