

## University Football Programme Manager REQ221274

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 lead on organising, delivering and enhancing the university men's and women's football and futsal programmes, including leading on home and away match day operations and supporting football events.

#### KEY TASKS:

- To assist with the planning and delivery of the university football strategy.
- To be responsible for the delivery and organisation of off-field logistics and planning to aid performance including league running responsibilities in; FA Women's National League (FAWNL), FA WNL Reserve League, Men's Football Midlands Football U21 League, FA Vase, Emirates FA Cup, Vitality Women's FA Cup, County Cup UCL Men's League and BUCS associated competitions.
- To lead on the delivery of a targeted communications plan, including marketing and promotional materials, social media and website across both our men and womens performance programmes and assist with the futsal programme.
- To lead on the development, supervision and line-management of a bank of students and community volunteers, placement students and interns that support the football and futsal programmes.
- To specifically line manage the Football Operations placement students.
- To support the organisation and delivery of player recruitment and open days, in conjunction with the Head Coaches and other university staff. Lead on the operational recruitment support.
- To work alongside and assist the Director of Football to deliver the off-pitch football strategy outcomes.
- To deliver various projects and partnerships, including the women's and futsal programmes, the FA, Derby County FC, the Premier League, Liverpool FC and Westham Women.

#### DUTIES AND RESPONSIBILITIES:

- To work with the Director of Football and other SDC staff to develop and coordinate the football strategy.
- To report back against the agreed KPIs identified in the football strategy.
- To support the delivery of weekly football and futsal activities and larger scale events including booking of facilities, scheduling and deployment of coaches and instructors and making sure equipment is available.

- To be a point of contact for all enquiries relating to off-field and any escalating problems if necessary.
- To work with the Development Team, PFA, LFE, PL, BUCS, FA and others to identify and secure sources of funding that support the development of football activity.
- To liaise with the Loughborough Students Football and Futsal Club Committees to ensure any new opportunities complement the overall football strategy at Loughborough University, as directed by the Director of Football. In the absence of a committee you would be expected to lead on this.
- To assist with the recruitment, training and identification of CPD opportunities for student and community volunteers and coaches involved in the delivery of football activity that is consistent with the Volunteer and Coach Academy and the football programme needs.
- To lead on delivery of marketing, promotional materials and social marketing campaigns that engage with new spectators and target groups, including the management of the volunteers that lead the social media aspects of the programme.
- To advise the Athletic union (AU) club on the coaching and support structures for men's and women's BUCS teams (football and futsal), assist the committee, appoint coaches, co-ordinate trials, squad selection process and the training programme throughout the programme.
- To carry out any other duties commensurate with the 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**

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 Football

## 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 in the use of social media as a marketing / communications tool.   | 1,3   |
|                            | Experience of working in an office environment.   | 1,3   |
|                            | Experience of organising and delivering events.   | 1,3   |
|                            | Experience of managing teams of volunteers.   | 1,3   |
|                            | Experience of working in a football team/environment  | 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 |
|                            | Good written English.   | 1,3   |
|                            | Attention to detail.  | 1,2,3 |
|                            | Excellent organisational and time management skills.  | 1,3   |
|                            | Ability to work on own initiative.  | 1,3   |
|                            | Excellent leadership skills.  | 1,3   |
|                            | Ability to inspire and motivate others, including volunteers.   | 1,3   |
|                            | IT skills necessary for analysis, report writing, presentations and general communication (Microsoft Office).                     | 1,3   |
|                            | Ability to multi-task and work under pressure to meet deadlines.  | 1,2,3 |
| Education & Qualifications | Degree Level or relevant level sports related qualification.  | 1     |
|                            | GCSE in English and Maths.  | 1     |
| Training                   | Willingness to actively participate in a programme of continuing professional development.  | 3     |
| Other                      | Enthusiastic with a passion for sport, in particular football.  | 1,3   |
|                            | Willingness to work irregular hours as necessary including attendance on match days as required.                                  | 1,3   |
|                            | Willingness to represent the University's Equal Opportunities Policy at all times.  | 1,3   |
|                            | A commitment to observe the University's Equal Opportunities policy at all times.   | 3     |
|                            | To provide a satisfactory disclosure statement if required.   | 3     |

## Desirable Criteria

| Area                 | Criteria  | Stage |
|----------------------|---|-------|
| Experience           | Experience of football club development.  | 1,3   |
|                      | Experience of maintaining and managing key stakeholder relationships.   | 1,3   |
|                      | Experience of organising football related events and activities.  | 1,3   |
|                      | Experience of working with volunteers.  | 1,3   |
|                      | Experience of working in the Higher Education sector.   | 1, 3  |
|                      | Experience of project management.   | 1, 3  |
| Skills and abilities | Project management skills.  | 1,2,3 |
| Other                | An understanding of the structure of football in the UK.  | 1,3   |
|                      | An understanding of the working practices of University football and the roles of the SDC, Loughborough Students Union / Athletic Union and Loughborough College. | 1,3   |

## Conditions of Service

The position is full-time and open-ended. Salary will be on Operational Services Grade 5 [currentpaystructure.pdf \(lboro.ac.uk\)](#)

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/>