

Para Sport Development Coordinator

Job Ref: REQ230083

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

Department:

Sports Development Centre

Job Grade:

Administrative Services Grade 5

Job Purpose

Develop, lead, and manage specific recreational sport and physical activity initiatives for students with a disability, ensuring access to high-quality, integrated, and inclusive opportunities to participate regularly at a level appropriate to their needs.

Key Tasks:

- Manage, plan and deliver specific para sport elements of the recreational sport and physical activity offer at Loughborough to ensure an inclusive and integrated programme that meets the needs of, and is accessible to students of all abilities.
- Enable and oversee a student workforce to be able to lead and deliver recreational sport and physical activity programmes that meet the needs of students with a disability
- Monitor and provide regular feedback and formal reports to the Sport Development Manager/Recreational Sport & Physical Activity Coordinator on participation and progression levels, and quality of student experience specifically for students with a disability.
- Coordinate the design and delivery of a targeted communications plan for students with a disability, including all marketing and promotional materials, social media, and website content.
- Manage the development of, and work closely with the Para Sport Executive Committee to ensure that students with a disability have a voice and are able to influence the sporting offer to meet their needs.
- Work collaboratively with the Head of Para Sport and Student Sport Team to ensure that Athletic Union Clubs and their respective committees have a greater awareness of the needs of disabled students and are able to adjust to meet those needs where required and appropriate.

Duties and Responsibilities:

- Work closely with the Head of Para Sport, the Recreational Sport and Physical Activity Coordinator, the Sport Development Manager and the Chair of the Para Sport Executive Committee to support the shaping and delivery of the wider Para Sport strategy at Loughborough University.

- Oversee and support the delivery of programmes such as My Lifestyle, IMS, Social Sport and larger scale para sport events including booking of facilities, scheduling and deployment of coaches/activators and volunteers and making sure equipment is available.
- Coordinate and deliver a targeted para sport communications plan to specifically engage with disabled students, including marketing and promotional materials, social media and website content.
- Lead the recruitment, training and identification of CPD opportunities for student volunteers and coaches involved in the development of sport that is consistent with the Coach and Volunteer Academies (CVA) and to ensure that these are geared towards raising awareness, knowledge and confidence with respect to disability.
- Act as advisor and mentor to student volunteers by providing support, identifying progression opportunities and assisting with the resolution of any issues that may arise.
- Input data of student participants who are engaged with My Lifestyle and any other recreational sports activities, and work with the Student Sport Team to continually improve the efficiency of data collection and ensure that the participation of students with a disability can be monitored and evaluated to inform and enhance future provision.
- Regularly seek and review student participant and coach/volunteer feedback on participation and progression levels for para sport and quality of student experience.
- Work with the Student Sport Team to deliver focus groups and surveys that help to identify the needs of disabled students and contribute to the development of new opportunities particularly those that engage new participants.
- Investigate and formally propose for consideration by the wider Development Team and SDC, potential opportunities that will develop and grow participation levels for students with a disability.
- Be the first point of contact, resolving problems and dealing with any day-to-day sport and physical activity enquiries from students with a disability.
- Work collaboratively across departments within the university such as the Student Wellbeing and Inclusivity Team to ensure alignment of effort and a holistic approach towards supporting the needs of disabled students.
- Deliver and contribute to the design of engaging and informative presentations and induction talks to a variety of audiences, including students, University departments and external partners.
- Work with regional and local sport partners to identify potential resources and funding streams that enhance the student para sport experience and that support the development of opportunities to achieve SDC targets.
- Work with the CVA and National Governing Bodies of Sport (NGBs) to support the development of student activators and volunteer coaches and leaders within para sport.
- Adhere to the SDC values and act as a mentor and role model to sports interns, volunteers, and student leads.
- 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

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.

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.

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.

Organisational Responsibility

Reports to the Sport Development Manager/Recreational Sport & Physical Activity Coordinator

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 to increase participation in sport and physical activity.	1,3	
	Experience of working as part of a team.	1,3	
	Experience of managing projects.	1,3	
	Experience of leading teams for specific tasks.	1,3	
	Experience of organising events.	1,3	
Skills & Abilities	Excellent Communication and interpersonal skills.	1,3	
	Ability to develop good working relationships with people at all levels.	1,2,3	
	Ability to collect, analyse and interpret data.	1,3	
	Excellent organisational and time management skills.	3	
	Ability to work on own initiative.	1,3	
	Ability to listen to and empathise with others	1,2,3	
	Excellent leadership skills.	3	
	Ability to inspire and motivate others.	1,3	
	Ability to research and evaluate.	1,3	
	IT Skills necessary for analysis, report writing, presentations and general communication (Microsoft Office).	1,2,3	
	Ability to multi-task and work under pressure to meet deadlines.	1,2,3	
	Training	Willingness to actively participate in a programme of continuing professional development.	1,3
		Demonstrate evidence of having undertaken further training.	1,3
Education & Qualifications	A Level or equivalent vocational qualification.	1	
	GCSE or equivalent in English and Maths.	1	
Other	Knowledge of a broad range of sports, physical activity, and their requirements.	1,3	
	Enthusiastic with a keen interest in sport and physical activity.	1,3	
	Passionate about disability and the role that sport can play in shaping the lives of persons with a disability as well as changing attitudes towards disability.	1,2,3	
	Knowledge of the UK sporting landscape and the role of Sport England, national sports partners and NGBs.	3	
	Appreciation of the barriers to participation in sport and physical activity for people with a disability.	1,2,3	
	Flexibility and a willingness to work outside normal working hours including some work in the evenings and weekends.	1	

	A commitment to observe the University's Equal Opportunities and Health & Safety policies at all times.	3
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Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working with national sport partners.	1,3
	Experience of working within disability sport and making activities inclusive for those with a disability.	1,2,3
	Experience of using targeted communication to reach specific audiences/groups	2,3
Skills and abilities	Ability to inspire and motivate others.	1,3
Education & Qualifications	A degree or equivalent in a sport/leisure related subject.	1
Other	Knowledge of the local area and key providers of sport and recreation.	1,3
	Knowledge of university sport practices.	1,3

Conditions of Service

The position is Full-time. Salary will be on Administrative Services Grade 5 [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 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/>