

## **Sports Administrator (Athletic Union and British Paralympic Association) Administrator**

**REQ230857**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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

**Please note – This role is being offered full time. It is open ended for the 3 days a week work with the Athletic Union. The additional 2 days with the British Paralympic Association is offered on a fixed term basis for 12 months.**

#### **Job Purpose:**

This role will provide high quality administrative support to two specific areas of work with Loughborough University and the British Paralympic Association (BPA): 1) the Athletic Union (AU) to ensure the smooth running of Loughborough's sports clubs (3 days a week); 2) the BPA's Athlete Recruitment Network Manager who is responsible for working with organisations to identify and develop future Paralympic athletes (2 days a week for 12 months).

#### **Job Duties**

##### **Athletic Union:**

- To provide specialist administration support such as (but not exclusively) confirming match/fixture arrangements, processing player registrations and fines and completing all supporting documentation.
- To order kit and equipment as requested.
- To book and support with facility allocations as required
- To make travel arrangements, in the UK and overseas, for fixtures involving arranging coaches, hire cars, and non-routine rail tickets, flights, hotels etc.
- To arrange payment of invoices.
- To process out of pocket expense claims.
- To process pay claims, manually and via Dashboard system.
- To raise invoices.
- To be a purchase card holder and take responsibility for reconciling purchases.
- To support budget monitoring and reporting.
- To provide advice to AU staff and students on University financial processes and procedures.
- To develop and maintain strong working relationships with wider University colleagues and to liaise appropriately to carry out required roles and responsibilities.
- To assist with updating promotional materials, such as the Loughborough Sport section of the website.
- To support University Open Days and other recruitment activity.
- To support management of the Athletic Union inboxes.
- To deal with general enquiries by telephone, email, and face to face and take appropriate action. This could be dealing with current or prospective students, external organisations and other University colleagues.
- To provide cover and support 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.

- To ensure compliance with relevant University policies and procedures.

### **British Paralympic Association (BPA) Athlete Recruitment**

- To provide appropriate support during the creation of a new online portal and micro site designed to discover and engage new athletes with a disability.
- To support the Athlete Recruitment Network Manager with administrative tasks linked to the development of key projects and other Para athlete recruitment activity.
- To generate engaging content for newsletters and other forms of communication to be circulated to key stakeholders within the athlete recruitment network.
- To support with the collating and creation of engaging resources to enhance and inform development at various stages of the para-athlete journey.

### **Special Conditions**

The post-holder may be required to support sporting activity, which could include weekends and unsocial hours on occasion.

We would expect the post-holder to be office based.

### **Organisational Responsibility**

Reports to the Athletic Union Senior Administrator and BPA Athlete Recruitment Network 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
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Significant experience of working in an administrative role.	1,3
	Significant experience of working in a supportive role.	1,3
	Previous experience of working as part of a team.	1,3
Skills & Abilities	Excellent communication and interpersonal skills.	1,3
	Excellent organisational and time management skills.	1,3
	Ability to multi-task in an open plan office environment.	3
	Ability to prioritise workload and plan ahead.	1,3
	Excellent attention to detail.	1,2
	Knowledge of the developing athlete with a particular focus on disabled/para sport or a curiosity and willingness to learn.	1,3
	Ability to work cooperatively, flexibly and to meet deadlines.	1,3
	Ability to work on own initiative.	1,3
	Excellent computer skills with a thorough knowledge of MS applications, including Word, Excel, Outlook, Teams	1,2,3
Education & Qualifications	A Level or equivalent experience.	1,3
Training	Willingness to undertake further training as required.	3
Other	Willingness to work irregular hours as necessary.	3
	An interest in sport.	1,3
	A commitment to observing the University's Equal Opportunities policy at all times.	3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of financial/accountancy software, such as Unit 4.	1,3
	Knowledge of sport science support or associated discipline.	1,3
Other	Full, clean driving licence.	3

## Conditions of Service

The position is full time, split over the work with the Athletic Union and the British Paralympic Association, for 12 months. The position will then revert to 0.6FTE (3 days a week) on an open-ended contract. Salary will be on Administrative Services Grade 4, £23,149- £26,642 - per annum, subject to an 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: <https://www.lboro.ac.uk/services/hr/benefits/family/>

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:

<https://www.lboro.ac.uk/services/hr/benefits/family/childcaresupport/>

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/>