

SPORTS VOLUNTEERING OFFICER

Job Ref: REQ240024

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

To support the delivery and development of sports volunteering as part of the Loughborough Sport CVA (Coach and Volunteer Academy), wider Loughborough Sport and School of Sport, Health & Exercise Sciences (SSEHS).

Key Tasks:

To support the Sports Volunteering Coordinator to:

- Coordinate activities and administration that supports sports volunteers to gain skills, experience, and placements relevant to their development and progression across the volunteering strands of the CVA (including performance support, marketing & communications, events, sport administration & leadership).
- Recruit, train and deploy sports volunteers who support and enhance the full range of sport programmes both internally within Loughborough Sport and Loughborough University as well as externally with sporting partners.
- Promote opportunities and CVA activities through the delivery and evaluation of marketing and promotional materials and social marketing campaigns, including the maintenance of the CVA website, monthly newsletters, and social media pages.

Duties & Responsibilities:

- To support the Sports Volunteering Coordinator, CVA, Performance & Development Team, wider Loughborough Sport, SSEHS and relevant sporting partners to identify sports volunteering roles and responsibilities which support core sports activities both internally and externally.
- To support the coordination and deployment of sports volunteers into university and sporting partner programmes.
- To support the evaluation of on-site visits to sporting partners both internally and externally hosting the sports volunteers to assess suitability and on an on-going basis to gain evaluation and feedback.

- To meet regularly with sports volunteers to inform them of opportunities and gain feedback on their progression and assist in the development of a training programme that address the needs of sports volunteers.
- To assist with the coordination and delivery of the Continual Professional Development training programme and CVA strand-specific training and development and work with internal discipline leads and practitioners to plan and programme a range of in-house sports volunteering and NBG accredited courses for students to access. Be responsible for the booking of any relevant facilities to deliver this.
- Support the effective management of the CVA budget through managing the day-to-day ordering of services, paying of invoices, student monetary deposits and refunds for courses, masterclasses, and any other training events.
- Create and maintain up to date records of sports volunteering placements, current active sports volunteers, and allocated student funding, and provide regular reports on this data at the request of the Sports Volunteering Coordinator.

General CVA Duties:

- To work with the Sports Volunteering Coordinator on the development of the CVA Portal to enable students to find and undertake the opportunities most relevant to them.
- To support the organisation of the annual CVA Awards Ceremony.
- To attend regular meetings with the CVA team, other key University personnel, external agencies and contribute appropriately.
- To carry out any other duties, commensurate with grade, that may be reasonably requested.
- To ensure compliance with relevant University policies and procedures.
- To undertake any training and development deemed appropriate for the position by the Loughborough Sport 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

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.

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.

The postholder will/may be required to provide a satisfactory disclosure statement (see <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>) for more details.

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 Sports Volunteering 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 volunteering (either personally or working with volunteers).	1,3
	Experience of coordinating projects and working in a fast paced, multi-faceted environment.	1,3
	Experience of relationship management with external organisations.	1,3
	Experience of working as part of a team.	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
	Excellent organisational and time management skills.	1,2,3
	Ability to work on own initiative.	1,2,3
	IT skills necessary for analysis, report writing, presentations and general communication (Microsoft Office).	1,3
	Digital and social media skills.	1,3
Training	Willingness to actively participate in, a programme of continuing professional development.	1,3
Qualifications	A-Level (or equivalent standard of education).	1,3
Other	A basic knowledge of a broad range of sports and their requirements relating to voluntary roles.	1,3
	A basic knowledge of the training and accreditation systems and frameworks for sports volunteers in the UK.	1,3
	Willingness to work outside normal working hours including some work in the evenings and at weekends.	1,3
	Enthusiastic with a keen interest in sport.	1,3
	A commitment to observe the University's Equal Opportunities and Health & Safety policies at all times.	1,3
	To provide a satisfactory disclosure statement.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working with sports volunteers.	1,3
	Experience of creating training and development pathways for sports volunteers.	1,3
	Experience of working with sports organisations and national sport partners.	1,3
	Experience of working within a sports volunteering role.	1,3

Qualifications	A degree (or equivalent standard of education).	1,3
Other	A basic understanding of the working practices of university sport and the roles of the CVA, Loughborough Sport, AU and SSEHS.	1,3
	An understanding of the structure and landscape of sport (including sports volunteering) in the UK	1,3

Conditions of Service

The position is full time and open ended. Salary will be on Administrative Services Grade 4 £23,700 - £27,181 per annum. 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/>