Loughborough Sport

Performance Programme Manager

Job Ref: REQ240092

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 6 (MA6)

Job Purpose

To work within the Performance Sport Team of the Sport Development Centre to develop and contribute to the Centre's performance vision, aims and values; to contribute to an overall student sport strategy and to coordinate the development and delivery of sport specific plans as required.

To lead the Centre's support for the work of the Athletic Union in delivering high quality training and competition in non-performance AU clubs, with strategic input from the Head of Performance Programmes as necessary.

To align the work of the Performance Sport Team with the activity of the Athletic Union and the Student Experience Team.

Main Duties and Responsibilities

Key Tasks

- To be an active advocate for the Performance Sport Charter and drive a positive culture within performance sport.
- To contribute to strategic planning, where requested by the Head of Performance Programmes, and the formulation of performance policies and procedures, for the performance sport team.
- To input into the University's sport talent strategy [recruitment, development and exit].
- To lead and manage, with support from the Head of Performance Programmes as necessary, a number of coaching staff in selected sports to meet University and Centre performance objectives.
- To work within a team of Performance Managers to manage the development and implementation of specific elements of the overall performance sport strategy within the Centre.
- To input into and coordinate aspects of efficient 'off pitch' delivery across all performance sport programmes.
- To input into the development and maintenance of effective partnerships with external agencies, e.g. UK Sport, Sport England, National Governing Bodies of Sport, emda, Leicestershire County Council,

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Charnwood Borough Council, and other funding agencies 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), imago and Facilities Management and manage the input they can have in selected sports to help achieve the overall objectives.

Specific Duties – Athletic Union & BUCS Strategy

- Work with the Sport Executive Officer (Sport EO), AU staff and the SDC Performance Sport Team to develop a performance culture throughout the AU Club system.
- Support the Athletic Union in the creation of a strategy to sustain our performance in the BUCS competitions and implement that strategy, including but not limited to coordinating the work of the Senior Performance Programme Manager in this area.
- In conjunction with the Sport Executive Officer, monitor the effectiveness of the delivery of the BUCS strategy.
- Provide support to the Sport EO in the Student Union in their leadership of the AU.
- Work collaboratively with the Sport EO to actively and publicly celebrate and promote successes, Assist, where appropriate, each AU Club in brokering and sustaining mutually beneficial partnerships with, for example, their National Governing Body of Sport or local sports clubs.
- Be responsible for working with the Head of Performance Programmes and the Sport Executive Officer to monitor the budget allocated to AU Performance Support.

General Duties and Responsibilities

- Under the direction of the Head of Performance Programmes, implement an agreed programme of performance management which continually monitors and reviews standards and performance, including the provision of an effective programme of CPD for coaches and other staff, in selected sports.
- To work with the support services (sport science, medicine and conditioning) to ensure that support services staff are effectively integrated into the coaching process and that they receive relevant CPD.
- To lead and manage specific cross-sport projects, within agreed timescales and budgets, on behalf of the Head of Performance Programmes and the Centre as a whole.
- To contribute to the integration of the work of our performance programmes with internal partners in facility operation, marketing and communication and student recruitment.
- In accordance with University procedures, manage the financial operation of selected programmes including the management of budgets, identifying new revenue streams and ensuring budgets are managed effectively and within agreed parameters.
- In conjunction with the Head of Performance Programmes, produce regular financial reports, as required, and an annual report on selected sports.
- 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.

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The role will encompass several key areas of operation:

General Requirements

- Promote adherence to ethical guidelines and regulations with regard to drugs and doping in sport, in line with UK Anti-Doping (UKAD) guidelines and the Loughborough University 'Clean Sport' commitment.
- Actively work to promote Loughborough Sport and the Athletic Union.
- Undertake additional duties as requested by your line manager from time to time.

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 is expected that delivery will be more intense during University term time. It will be necessary, on occasions, to work outside normal office hours including work in the evenings 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 coaches for specific programmes and/or service leads

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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 managing performance or development coaches and/or athletes.	
	Experience of working within a sport or club development environment.	1,2,3
	Experience of managing people and prioritising tasks.	
	Experience of project management including budget management.	
	Proven experience in the development of competitive clubs, teams or squads.	1,2,3
	Experience of working in a student led and/or student focussed environment.	1,3
Skills and abilities	Knowledge and understanding of University Sport and the BUCS competitive structures.	1,2,3
	Excellent communication and motivation skills.	1,2,3
	Ability to empower students and guide their development.	1,3
	Ability to work independently and as part of a team.	1,3
	Ability to establish & maintain effective working relationships with organisations and/or individuals.	1,3
	Ability to empower and support leadership and delivery by others.	1,2,3
	Good organisational, planning, prioritisation and time-management skills.	1,3
	A flexible and creative approach to problem solving.	1
	IT skills necessary for analysis, report writing and general communication.	1
Training	Willingness to update First Aid and Health and Safety as required.	1
	A positive and open attitude towards CPD and further personal development.	1
Qualifications	Sport related degree or equivalent experience.	1
Other	A passion for sport.	1,3
	Adherence to the Loughborough University ‘Clean Sport’ Commitment Statement.	1
	Flexibility and willingness to work irregular hours as necessary.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working within a University Sport environment, Athletic Union or equivalent.	1,2,3

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	Previous experience of using Microsoft Office (Word, Excel, Access and PowerPoint).	1,2,3
	Experience of using current social media platforms.	1,3

Conditions of Service

The position is full time and Fixed Term for 12 months (or the earlier return of the post holder). Salary will be on Management & Specialist Grade 6 £33966 - £44263 per annum, 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 grades 6 and above 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/

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