

## Disability Sport Coordinator

Job Ref: REQ240285

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

Loughborough Sport

**Job Grade:**

Administrative Services Grade 5

**Job Purpose**

To support disabled students to engage in sport and physical activity by developing and leading specific initiatives, ensuring access to high-quality, integrated, and inclusive opportunities to participate regularly at a level appropriate to their needs.

**Key Tasks:**

- Develop disability inclusive sport elements of the recreational sport and physical activity offer in line with the Para & Disability Sport Strategy at Loughborough to ensure an inclusive and integrated programme that meets the needs of, and is accessible to, all students.
- To connect with disabled students, ensuring they have a voice in the development and delivery of the sport and physical activity offering.
- Facilitate the delivery of disability awareness and confidence training for Loughborough Sport staff in partnership with the Head of Para Sport.
- In collaboration with the Coach & Volunteer Academy, support and develop the student workforce to be able to lead and deliver recreational sport and physical activity programmes that meet the needs of disabled students.
- Mentor and support the Disability Sport Executive Committee to ensure that disabled students have a voice and are able to influence the sporting offer to meet their needs.
- Collaborate with marketing and wellbeing teams to deliver a targeted communications plan to engage disabled students in sport and physical activity.
- Work with the 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 adapt to meet those needs where required and appropriate.
- Work with other University departments (e.g. Students Union & Wellbeing Team) to develop and support the experience of disabled students through sport.
- Develop partnerships with external disability organisations to support the development of the offer for Loughborough's disabled students.

## **Duties and Responsibilities:**

- Work closely with Loughborough Sport colleagues and members of the Disability Sport Executive Committee to support the delivery of the Para & Disability Sport Strategy at Loughborough University.
- Support the delivery of disability sport events and programmes within the recreation sport offering including logistical delivery.
- Collaborate with the Coach and Volunteer Academy (CVA) and National Governing Bodies of Sport (NGBs) to 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 raising awareness, knowledge and confidence with respect to disability.
- Be the first point of contact, resolving problems, acting as a mentor and dealing with any day-to-day sport and physical activity enquiries from disabled students and those supporting disability sport programmes.
- Regularly seek and review student participant and coach/volunteer feedback on participation and progression levels for disability sport and quality of student experience.
- 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 Loughborough Sport targets.
- Adhere to the Loughborough Sport 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 actively encourage disabled individuals 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 commitment to the University's Equity, Diversity, and Inclusion policies' at all times.

Successful completion of probation will be dependent on attendance at the University's mandatory courses, including Belonging and Inclusion and, where appropriate, Recruitment and Selection.

At peak times during university terms this role will include the need to work flexibly, including evening and weekend work.

## **Organisational Responsibility**

Reports to the Sport Development 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/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage	
<b>Experience</b>	Experience of working to increase participation in sport and physical activity.	1,3	
	Experience of working as part of a team.	3	
	Experience of managing projects.	1,3	
	Experience of leading teams for specific tasks.	3	
	Experience of organising events.	1,3	
<b>Skills &amp; Abilities</b>	Excellent Communication and interpersonal skills.	2,3	
	Ability to develop good working relationships with people at all levels.	2,3	
	Ability to listen to and empathise with others	2,3	
	Excellent organisational and time management skills.	3	
	Ability to work on own initiative.	1,3	
	Excellent leadership skills.	2	
	Ability to inspire and motivate others.	2,3	
	Ability to research and evaluate.	1,3	
	IT Skills necessary for analysis, report writing, presentations and general communication (Microsoft Office).	1	
	Ability to multi-task and work under pressure to meet deadlines.	2,3	
	<b>Training</b>	Willingness to actively participate in a programme of continuing professional development.	1,3
		Demonstrate evidence of having undertaken further training.	1
<b>Education &amp; Qualifications</b>	A Level or equivalent vocational qualification.	1	
	GCSE or equivalent in English and Maths.	1	
<b>Other</b>	Knowledge of a broad range of sports, physical activities, and their requirements.	1,3	
	Enthusiastic with a keen interest in sport and physical activity.	1,3	
	Passionate about disability sport and the role that sport can play in shaping the lives of disabled people as well as changing attitudes towards disability.	1,2,3	
	Appreciation of the barriers to participation in sport and physical activity for disabled people.	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	

## Desirable Criteria

Area	Criteria	Stage
<b>Experience</b>	Experience of working with national sport partners.	1,3
	Experience of working within disability sport and making activities inclusive for disabled people.	1,2,3
	Experience of using targeted communication to reach specific audiences/groups	2,3
<b>Skills and abilities</b>	Ability to collect, analyse and interpret data.	1
<b>Education &amp; Qualifications</b>	A degree or equivalent in a sport/leisure related subject.	1
<b>Other</b>	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](#) 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 equity and celebrates diversity and inclusion 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/>