

Recreational Sport & Physical Activity Coordinator

Job Ref: REQ240312

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 5

Job Purpose:

Develop, lead and manage the physical activity and recreational sport programmes at Loughborough University with the purpose of supporting an active campus, student wellbeing and a positive student experience through physical activity and sport. This position will be responsible for the creation and provision of diverse and inclusive opportunities for our students to participate regularly in activities relevant to their interests and needs.

Key Tasks

- Work collaboratively and creatively with student volunteers and university partners to identify, deliver and develop programmes, events and campaigns to engage students in physical activity and recreational sport opportunities that are attractive and relevant to their interests and needs.
- Working with the Sport Development and Insight Officer, identify and proactively address underrepresentation in physical activity and sport amongst student communities, including access of external resource and funding streams to support this objective.
- Research, understand and champion student voice towards recreational physical activity and sport to develop the Loughborough Sport offer.
- Work collaboratively with university stakeholders such as Student Wellbeing & Inclusivity (SWAI) to embed physical activity, sport, and living an active lifestyle as an integral part of our offer for students to improve and maintain their mental and physical wellbeing, including developing a referral scheme to support participation.
- Coordinate the delivery of physical activity and recreational sport programmes, ensuring they are delivered safely and efficiently, budgets are well managed, and that risk assessments are carried out as necessary.
- Oversee, support and mentor a student volunteer workforce to be able to lead and deliver physical activity and sport programmes, including Activators and Student Sport Executive Committees.
- Explore opportunities and work with facilities and key stakeholders to influence the design and delivery of an active campus.
- Line management and mentoring responsibilities for at least one member of the Student Sport Team, including the Recreational Sport and Physical Activity Intern/Assistant Coordinator.

Duties and responsibilities:

- Coordinate the collection and analysis of data and insight from student participants who are engaged with My Lifestyle and other recreational sport and physical activities.
- Work in partnership with facilities and the sport bookings team to ensure the smooth running of the physical activity and recreational sport offer.
- Be responsible for the devolved My Lifestyle budgets and all other resources related to recreational sport.
- Act as advisor and mentor to student volunteers by providing support, identifying development opportunities, and assisting with the resolution of any issues that may arise.
- Work with the Coach and Volunteer Academy (CVA) to recruit, deploy and support the development of student activators and volunteer coaches and leaders.
- 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

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 which include Belonging and Inclusion and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Sports Development Manager.

Line management and mentoring responsibilities for at least one member of the Student Sport Team, including the Recreational Sport and Physical Activity Intern/Assistant 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 – Task/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working with students/young people.	1, 3
	Experience of working to support physical and mental wellbeing, increase participation in sport and/or physical activity.	1, 2, 3
	Experience of leading teams for specific tasks.	3
	Experience of monitoring budgets and following financial procedures.	1
	Relevant experience of working in an office environment.	1
	Experience of managing or mentoring staff.	1
	Experience of organising events.	1, 3
Skills and abilities	Excellent communication and interpersonal skills.	1, 3
	Ability to develop good working relationships with people at all levels.	1, 3
	Ability to collect, analyse and interpret data.	1
	Excellent organisational and time management skills.	2, 3
	Ability to work on own initiative.	1
Training	Be committed to, and actively participate in, a programme of continuing professional development.	1
Qualifications	A Level or equivalent vocational qualification.	1
	GCSE or equivalent in English and Maths.	1
Other	Knowledge of the wider impact of sport & physical activity can have.	1
	Appreciation of and an empathy for barriers to participation and current participation trends.	1, 3
	Flexibility with a willingness to work outside normal working hours including work in the evenings and at weekends at key points of the year.	3
	Enthusiastic with a keen interest in sport and physical activity.	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of the health and fitness/physical activity sector.	1, 3
	Experience of working with referral pathways or health partners	1, 3
	Experience in the use of marketing and social media to increase participation.	1
Qualifications	A degree or equivalent in a sport/leisure/health/activity related subject.	1
Other	Knowledge of Higher Education sport and local partners.	1, 3
	An understanding of the working practices of university sport and the roles of the Athletic Union.	1, 3

Conditions of Service

The position is full time and open ended. Salary will be on [Administrative Services Grade 5](#), 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 Academic and Related staff/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/>