

Recreational Sport and Physical Activity Graduate Intern

Job Ref: REQ240385

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 3

Job Purpose

To organise, deliver and enhance specific elements of the recreational sport offer, including the My Lifestyle programme, ensuring it provides opportunities for our students to participate regularly in recreational sport and physical activity at a level appropriate to their needs.

KEY TASKS:

To assist with:

- the planning and delivery of the My Lifestyle programme and One Day Events (ODEs)
- supporting the Recreational Sport and Social Sport student committees to plan and deliver recreational sport and physical activity through the My Lifestyle programme
- support the delivery of all marketing and promotional materials, social media and website for recreational sport

and:

- to provide feedback to the Recreational Sport & Physical Activity Coordinator on participation and progression levels, and quality of student experience.

DUTIES AND RESPONSIBILITIES:

- Support the delivery of daily My Lifestyle activities and larger scale events including booking of facilities, scheduling and deployment of coaches and instructors and making sure equipment is available.
- Assist with the recruitment, training and identification of CPD opportunities for student volunteers and coaches involved in the delivery of My Lifestyle that is consistent with the Coach and Volunteer Academy (CVA).
- Meet regularly with student exec members, activators and instructors, keeping them informed of developments and gaining feedback about activities they deliver.

- Support the data capture of student participants who are engaged with My Lifestyle and any other recreational sports activities, and work with the Recreational Sport & Physical Activity Coordinator to continually improve the efficiency of data collection.
- Work with the Sport Development & Insight Officer, Recreational Sport & Physical Activity Coordinator and other University partners to deliver focus groups and surveys that help to identify student need and contribute to the development of new opportunities particularly those that engage new participants.
- Assist with the delivery of marketing and promotional materials and social marketing campaigns that engage with new participants and target groups, including the maintenance of the My Lifestyle website and social media pages.
- To be the first point of contact, dealing with day to day enquiries and escalating problems when required.
- Deliver engaging and informative presentations and induction talks to a variety of audiences, including students, University departments and external partners.
- Attend regular meetings with the Recreational Sport & Physical Activity Coordinator, other key University personnel and external agencies, and to contribute appropriately.
- To 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

This post is offered as part of a one year training and development programme and is available to recent Loughborough graduates, i.e. those who have or are about to graduate from undergraduate programmes at Loughborough. At the end of the internship, successful candidates will be offered progressive employment into a higher graded position for an additional 12 month period. This progression is not guaranteed and decisions will be made based on performance and overall development during the 12 month internship.

It will be necessary in peak delivery periods to work outside normal working hours including work in the evenings and weekends. This position can accrue TOIL (Time Off In Lieu) to support a healthy work-life balance.

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 Recreational Sport & Physical Activity 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 working as part of a team.	1,3
	Experience of volunteering.	
Skills & abilities	Excellent communication and interpersonal skills and the ability to develop good working relationships with people at all levels.	1,2,3
	An empathy and understanding of some of the barriers that inhibit students engaging in sport and physical activity.	
	Attention to detail.	1,3
	Excellent organisational and time management skills.	1,3
	Ability to work on own initiative.	1,3
	Strong leadership skills.	1,3
	Ability to inspire and motivate others.	1,3
	Ability to multi-task and work under pressure to meet deadlines.	1,3
Training	Willingness to actively participate in a programme of continuing professional development.	1,3
Education & Qualifications	Degree from Loughborough University.	1
Other	Knowledge of a broad range of sports and their requirements.	1,3
	Enthusiastic with a keen interest in sport and physical activity.	1,3
	An understanding of University sport programmes.	1,3
	Willingness to work outside normal working hours including some work in the evenings and at weekends.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of organising events.	1,3
	Experience in the use of social media.	1,3
	Experience of working in an office environment.	1,3
Education & Qualifications	A degree in a sport/leisure related subject.	1,3

	A working knowledge of University sport practices and roles of Loughborough Sport, the AU and Loughborough Students Union.	1,3

Conditions of Service

The position is full time and open ended. Salary will be on [Administrative Services Grade 3](#), 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 1 to 5 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/>