

## Sports Administrator (Athletic Union and Coach & Volunteer Academy)

Job Ref: REQ240547

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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:** This role will provide high quality administrative support to two specific areas of work with Loughborough University:

1. Athletic Union (AU) to ensure the smooth running of Loughborough's sports clubs (4 days a week, open ended)
2. Coach & Volunteer Academy (CVA) to support the general administration and financial requirements of the CVA (1 day a week for 12 months, fixed term)

### Job Duties

#### *Athletic Union*

- To provide specialist administration support such as (but not exclusively) confirming match/fixture arrangements, processing player registrations and fines and completing all supporting documentation.
- To order kit and equipment as requested.
- To book and support with facility allocations as required.
- To make travel arrangements, in the UK and overseas, for fixtures involving arranging coaches, hire cars, and non-routine rail tickets, flights, hotels etc.
- To arrange payment of invoices.
- To process out of pocket expense claims.
- To process pay claims, manually and via Dashboard system.
- To raise invoices.
- To be a purchase card holder and take responsibility for reconciling purchases.
- To support budget monitoring and reporting.
- To provide advice to AU staff and students on University financial processes and procedures.
- To develop and maintain strong working relationships with wider University colleagues and to liaise appropriately to carry out required roles and responsibilities.
- To assist with updating promotional materials, such as the Loughborough Sport section of the website.
- To support University Open Days and other recruitment activity.
- To support management of the Athletic Union inboxes.
- To deal with general enquiries by telephone, email, and face to face and take appropriate action. This could be dealing with current or prospective students, external organisations and other University colleagues.

- To provide cover and support for other colleagues at busy times and in cases of absence by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
- To ensure compliance with relevant University policies and procedures.

### ***Coach and Volunteer Academy***

- Co-managing the CVA email inbox.
- Dealing with student enquiries including CVA bursary expenses, Reward & Recognition scheme & course bookings.
- Coordinating the CVA bursary scheme.
- Managing and monitoring the CVA budget, including generating monthly budget reports and providing regular updates to the CVA Team and the wider Performance & Development Workforce Development Team.
- Providing event support and programme delivery (where appropriate).

### **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**

The post-holder may be required to support sporting activity, which could include weekends and unsocial hours on occasion.

We would expect the post-holder to be office based.

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 Athletic Union Senior Administrator & Sports Coaching, Officiating & Outreach Manager (CVA).

## 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
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Significant experience of working in an administrative role.	1,3
	Significant experience of working in a supportive role.	1,3
	Previous experience of working as part of a team.	1,3
Skills & Abilities	Excellent communication and interpersonal skills.	1,3
	Excellent organisational and time management skills.	1,3
	Ability to multi-task in an open plan office environment.	3
	Ability to prioritise workload and plan ahead.	1,3
	Excellent attention to detail.	1,2
	Ability to work cooperatively, flexibly and to meet deadlines.	1,3
	Ability to work on own initiative.	1,3
	Excellent computer skills with a thorough knowledge of MS applications, including Word, Excel, Outlook, Teams	1,2,3
	A Level or equivalent experience.	1,3
Training	Willingness to undertake further training as required.	3
Other	Willingness to work irregular hours as necessary.	3
	An interest in sport.	1,3
	A commitment to observing the University's Equal Opportunities policy at all times.	3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of financial/accountancy software, such as Unit 4.	1,3
	Knowledge of sport science support or associated discipline.	1,3
Other	Full, clean driving licence.	3

## Conditions of Service

The position is full time, split over the work with the Athletic Union and the Coach & Volunteer Academy, for 12 months. The position will then revert to 0.8FTE (4 days a week) on an open-ended contract. Salary will be on [Administrative Services Grade 4](#), subject to an annual pay award and 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: <https://www.lboro.ac.uk/services/hr/benefits/family/>

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: <https://www.lboro.ac.uk/services/hr/benefits/family/childcaresupport/>

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/>