

## Associate Head Coach

Job Ref: REQ240686

Full time, Open ended

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

#### Job Purpose

To take a lead role in the coaching and development of student athletes and full-time athletes in the Loughborough Swimming performance programme, achieving agreed performance targets in BUCS, national and international competitions, as part of the annual performance plan.

To work with the Director of Swimming in developing and implementing an annual training and competition plan, enhancing athlete performance across all performance tiers and maintaining the swimming programme's global reputation for excellence.

To lead on recruitment for Loughborough University Swimming, developing and implementing a recruitment strategy to ensure we attract the best talent into the programme.

To develop and drive a high-performance culture whilst working to enhance team dynamics/team spirit across the whole programme.

#### Job Duties

The role of the Associate Head Coach will encompass several key areas of operation for the swimming programme including but not limited to:

##### *Coaching & training*

- To coach and prepare swimmers to achieve PB's/Seasons Best performances at international and national championships as well as maximising the teams' scoring potential at all BUCS competitions.
- Work with the Director of Swimming in designing and delivering a comprehensive training programme, with IDP's for all Platinum and Gold level athletes.
- Be the primary coach for a group of athletes in the High-Performance Squad whilst also having a direct coaching involvement with all groups/athletes in the performance programme. Plan and deliver whole team sessions as required by the Director of Swimming.
- Monitor and evaluate athlete performance, providing feedback and implementing adjustments to training plans as necessary. Utilise an IDT to maximise the development and performance of the athletes on the team including regular meetings to discuss progress in both process and outcome objectives.
- Foster a positive, inclusive, and competitive training environment.

- Plan and attend training camps as agreed with the Director of Swimming.

### ***Athlete and Staff Development***

- Support student-athletes to maximise their achievements in both academics and swimming.
- Work closely and collaboratively with an IDT and other SSSM practitioners to optimize performance as well as the physical and mental health of our athletes.
- Recruit, develop and mentor assistant volunteer coaches, coaching interns and our existing full-time coaching staff (where applicable).

### ***Recruitment***

To lead on all respects of athlete recruitment for Loughborough Swimming including:

- Identify and recruit talented swimmers to sustain and enhance the program's competitive edge.
- Develop a targeted recruitment strategy using BUCS tracker as a mechanism for forward planning.
- Develop a targeted recruitment strategy of high-profile international student athletes.
- Work with the Swimming Programme Co-ordinator and Loughborough Sport Admin team to maintain an up-to-date recruitment database and to track application status of all prospective athletes.
- Attend all Open Days (4 per year) to present and meet with prospective student athletes.
- Organise recruitment visits to key programmes and/or key athletes (domestic only) if appropriate.
- Ongoing communication with high-profile recruitment targets, coaches (domestic and international) and programmes both online and in-person.
- Arrange recruitment visits for athletes to come to Loughborough, planning detailed recruitment trips for key targets.
- Liaise with Loughborough Sport Athlete Recruitment and Talent Manager to ensure we are maximising recruitment opportunities and adhering to Loughborough Sport recruitment processes.

### ***Programme Administration***

- Work collaboratively with the Swimming Programme Co-ordinator to ensure the smooth running of the programme with clear communication in all matters related to the day-to-day operation of Loughborough Swimming.
- Liaise with Loughborough Sport facility staff on facility usage and participate in relevant meetings with the facility managers as required.
- Work with the Director of Swimming to develop strategic plans for the swimming programme.
- Work with other members of Loughborough Sport staff to promote the profile of Loughborough University, Loughborough Sport and Loughborough Swimming. This may include activities such as:
  - providing content for use on social media, the website and other promotional publications
  - assisting in attracting sponsors

### ***Partnerships***

- Explore opportunities to collaborate with GB Aquatics to enhance the overall training environment at Loughborough for the mutual benefit of both programmes.
- Provide advice, support and assistance to the AU Squad coaches and club committee.
- Engage with alumni, sponsors and stakeholders to support the programme's growth and development.
- Actively participate in the Loughborough Sport ecosystem through collaboration with other performance programmes, coach collaboration activities and performance sport meetings.

### ***Budgetary Responsibilities***

- Assist the Director of Swimming in managing and monitoring the budget for the performance programme.
- Work with the Director of Swimming to maximise the impact of our Scholarship budget.
- Participate in the development of income generating activities that can financially support the performance programme.

### ***General Requirements***

- Contribute to the sharing of coaching ideas and skills within the high-performance educational forums available on campus.
- Actively work to promote Loughborough University sport and Loughborough Swimming.

### **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 recognised that coaches working at this level will often have links with national federations and will be selected for national teams. This is seen as advantageous if it does not interfere and/or adversely affect the performance and development of the Loughborough Swimming programme and its student athletes.

It will be necessary to work outside normal office hours including coaching training sessions and competitions at unsociable hours, at weekends and on bank holidays and university closure days.

This post is offered on an open-ended basis.

### **Organisational Responsibility**

Reports to the Director of Swimming

## 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	At least 3 years' experience of coaching swimmers to international team representation at a junior or senior level.	1,2,3
	Proven experience in the development and implementation of a high-performance training programme.	1,3
	Experience in talent identification and development.	1,3
	Working with an Inter-Disciplinary/Multi-disciplinary Team	1,3
Knowledge/Skills	Proven swimming coaching ability and knowledge of current coaching and training processes.	1,2,3
	Knowledge of relevant Swim England and World Aquatics rules and regulations.	3
	Excellent organisational and time-management skills to manage all aspects of the role.	1,3
	Proficiency in using video analysis and other performance tracking tools.	1,2,3
	IT skills necessary for the day to day running and development of the programme.	1,3
	Strong network within the swimming community (domestic and international) including connections with national governing bodies, other coaches and sports science professionals.	1,2,3
Leadership	The ability to inspire and motivate athletes at all performance levels	2,3
	Excellent communication and athlete management skills.	1,3
	Experience in managing a coaching team, including volunteer assistant coaches and support staff.	1,3
Qualifications	Nationally recognised swimming coaching qualification (UKCC Level 3 or equivalent)	1
Other	Willingness to work irregular hours as necessary.	1,3
	To observe the University's Equal Opportunities policy at all times.	1,3
	Dedication to ongoing professional development and staying up to date with current advancements in swimming coaching.	1,3

## Desirable Criteria

Area	Criteria	Stage
Experience	Proven track record of coaching at a high-performance level within a university and/or national team.	1
	Proven success in coaching athletes to national/international titles or records.	1
	Demonstrated use of innovative coaching techniques and technology to enhance athlete performance.	1,2,3
	Experience in collaborating with academic institutions for athlete support and research.	1,3
	Experience in budgeting and financial management for a sports programme.	1,3
	Ability to develop income generation strategies for Loughborough Swimming and/or Loughborough Sport to support the development of the programme.	1,2,3
Knowledge	Understanding of BUCS, national and international competition structures and requirements and selection policies/processes for international events.	1,3
Qualifications	A degree in Sports Science, Physical Education or a related field	1

## Conditions of Service

The position is Full Time and Open-Ended. Salary will be on Management and Specialist, Grade 6, Salary Band £33,966 - £44,263 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 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 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/>