

Hockey Programme Coordinator

Part-time, 18.5 hours per week (0.5fte)

Job Ref: REQ250274

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

Responsible for supporting the organisation and development of the overall Performance Hockey programmes at Loughborough University and supporting the Athletic Union clubs to deliver match day operations.

Background

The role will primarily focus on organisation and administration. They will work closely with other members of Loughborough Sport and liaise with several internal departments and organisations, including Loughborough Students' Athletic Union (AU), the Loughborough Students' Hockey Club Committees and key stakeholders, both regionally and nationally.

KEY TASKS

The role will encompass several key areas of operation for the Hockey Men's and Women's Performance squads. With daily input and mentoring from both Performance Hockey Coaches, the Hockey Programme Coordinator will be expected to:

Performance Programme

- Support the Performance Hockey Coaches in their organisation of an effective Hockey programme for the Loughborough University Hockey Performance Squads, so they can compete successfully in the England Hockey National League competitions.
- Be the first point of contact for any Performance Hockey enquiries and signpost other Hockey related queries to the relevant people within the University.
- Undertake administrative and operational tasks relating to the Men's and Women's Performance Hockey programmes, including maintaining a 'Loughborough Hockey calendar' with key dates each year.
- Advise and support the Athletic Union Clubs to aid their development as Hockey clubs, for example, assisting with their attendance at key Regional and National League meetings as appropriate.
- Advise and support the Athletic Union Clubs to deliver a professional match day experience for each men's and women's first team national league home match. This could include volunteers for each match day, match day programmes, pre- and post- match reports etc.
- Work with the Coaching & Volunteering Academy to increase support across the AU Club and other Hockey provision.

- Coordinate communications with key stakeholder groups such as parents, supporters and alumni.
- Attend and contribute to internal and external meetings about the England Hockey National League as a whole and the development of Hockey at Loughborough University.
- Support the organisation of player recruitment days during the season and attend key tournaments throughout the year to support the Performance Coaches and develop relationships with key Hockey schools nationally. This would also include attendance at University Open Days and coordination of Hockey camp activity run by the Loughborough Hockey programmes.
- Raise the profile of the club through improvements in media outlets. This will include the design and production of the match day programme, improvements in the Hockey layout/structure/information shown on the University website, promotion of events across social media, and other areas of development.
- In conjunction with other colleagues in Loughborough Sport and the wider University assist in creating and building relationships with local schools to ensure that there are potential links for future student/non-student/overseas players in terms of coaching opportunities.
- Support and mentor student placements who are volunteering within the programme.
- Assist in information requests for current and potential sponsors.
- Carry out project work, e.g. providing information for facility/club house developments as directed by the Performance Hockey Coaches or the Performance Programme Manager.

General Requirements

- Actively work to promote Loughborough University sport, Loughborough University Hockey Clubs, and the University as a whole.

General Administration

1. To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing primarily with students and academic staff, but will also include external organisations and parents.
2. To undertake general clerical duties such as photocopying, filing, binding and laminating of documents.
3. To provide cover 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.
4. To ensure compliance with relevant University policies and procedures.
5. To undertake any training and development deemed appropriate for the position by the School Operations Manager and the relevant line manager.

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 desirable for the post holder to spend some time in the office during the week.

It will be necessary to work outside normal 9-5 working hours, including work in the evening and at weekends.

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 Men's Performance Hockey Coach.

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	Previous relevant experience of co-ordinating a sports programme.	1,2,3
	Previous experience of working as part of a team.	1,3
	Previous experience of working in an office environment.	1,2,3
Skills & abilities	Excellent communication and interpersonal skills.	1,2,3
	Excellent organisational and time management skills.	1,2,3
	Ability to multi-task in an open plan office environment.	1,2,3
	Ability to work cooperatively, flexibly and to meet deadlines.	3
	IT skills necessary for general communication and basic report writing.	1,2,3
	Knowledge of Hockey and the issues in running a student Hockey programme.	1,3
Qualifications	Educated to GCSE level or equivalent experience.	1,3
Training	Willingness to learn and improve experience in some of the following: Adobe InDesign PR Video Preparation Website Design	1,3
Other	Willingness to work irregular hours as necessary.	3
	To observe the University's Equal Opportunities policy, H&S policy and Loughborough Sport's anti-doping policy.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of using Microsoft Office (Word, Excel, Access and PowerPoint).	1,2,3
	Previous experience working in a sport in higher education environment.	1,3
	Experience of working in a Hockey club that is performing in the National League.	1,2,3
	Sports marketing and PR experience.	1,3
Skills & abilities	Presentation / layout / design skills.	1,2,3
	Knowledge of England Hockey issues.	1,2,3
Qualifications	Sport related degree	1,3

Conditions of Service

The position is part-time and open-ended. The role will be offered on a 0.5 FTE basis (18.5 hours per week) and the post holder will need to work outside office hours on occasion. Salary will be on [Administrative Services Grade 4](#), 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 child-care 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/>