

Club Development Coordinator

REQ250488

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

Job Purpose As part of a team, develop and lead sections of the work of the Athletic Union (AU) and Athletic Union clubs to enhance the student sport community, contribute to the development of the student experience and increase sporting opportunities to students.

KEY TASKS:

To support the day to day running of the Athletic Union and its clubs as follows:

- Mentor and support identified club committees including regular 1:1 contact, visits to club training, events and fixtures.
- Coordinate activities and administration that supports Athletic Union committees and volunteers to gain skills and experience as well as supporting them with challenges they might face in their roles
- Assist with the recruitment of athletes to AU clubs with a primary focus on coordinating the Sports Bazaar and the Fresher's Period, including trials.
- Provide and lead a forum for AU club mentors to come together to share information, support and challenges

DUTIES AND RESPONSIBILITIES:

- To support identified clubs and coaches to maximize BUCS success, including line management and mentoring responsibilities

Work with the Performance Support team to continue to develop and evaluate this offer to AU clubs

- Work with the Sport Executive Officer to support the Athletic Union Executive Team's operational activity and their personal development
- To adhere to the Loughborough Sport values and act as a mentor and role model to student leads
- Drive the delivery, monitoring and evaluation of club development plans and strategies for AU clubs
- Along with the AU senior administrator, support the effective management of the AU club budgets and financial processes

- Alongside the rest of the AU Team and the Coach and Volunteer Academy (CVA), identify, plan and deliver a range of committee training to aid volunteers ability to fulfil their roles and support their professional development.
- Work with clubs and committees to ensure effective and fair club trials take place
- To assist with the coordination and delivery of the club grant funding process
- Regularly visit club training, events and fixtures to gather feedback and review, evaluate and improve what clubs are offering
- Working with student volunteers and the wider Loughborough Sport marketing team, develop and implement a marketing plan to improve knowledge, awareness and profile around the Athletic Union and its clubs.
- In conjunction with other members of the Student Sport Team, capture data to assist with helping all students find their place in sport at Loughborough and to assess the success of interventions such as trials.
- Collaborate with Loughborough Students Union colleagues in the organization of the annual club committee elections
- To attend BUCS regional meetings, BUCS Conference and any other meetings and events as necessary.

General AU Administration

- To actively input and lead on agreed aspects of the AU annual plan
- To work with the Sport Executive Officer, Loughborough Sport marketing team and relevant student volunteers on the delivery and evaluation of marketing and promotional materials and social media campaigns,
- To assist with the organisation of the annual AU Colours and All-Stars events
- To attend regular meetings with the Senior Performance Programme Manager, Athletic Union colleagues and wider Loughborough Sport, as required.
- Promote Equity, Diversity and Inclusion throughout all clubs and committees
- To carry out any other duties, commensurate with 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 and 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.

It will be necessary, on occasions, to work outside normal working hours including some work in the evenings, weekends and on Bank Holidays and University Closure Days.

The postholder will/may be required to provide a satisfactory disclosure statement (see <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>) for more details.

Person Specification

Your application will be reviewed with respect to meeting 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 engagement with student sport clubs and committees	1,3
	Experience of planning and supporting with the delivery of sport and training events	1,3
	Experience of monitoring budgets and following financial procedures	1,3
	Experience of working in an office environment	1,3
	Significant experience of working as part of a team	1,3
	Experience in the use of social media	1,3
Skills and abilities	Excellent communication and interpersonal skills and the ability to develop good working relationships with people at all levels	1,3
	Excellent written English and IT skills, in particular with regards to the use of Microsoft Office	1,3
	Flexibility to shifting priorities, demands and timelines through analytical and problem-solving	1,2,3
	Ability to prioritise workload and plan ahead	1,3
	Excellent attention to detail	1,3
	Ability to analyse and interpret data	1,3
	Excellent organisational and time management skills	1,2,3
	Ability to work independently on own initiative and as part of a team	1,2,3
	Ability to multi-task and work under pressure to meet deadlines	1,2,3
Training	Willingness to actively participate in, a programme of continuing professional development	1,3
Education and Qualifications	Undergraduate degree (or equivalent level of vocational experience)	1,3
Other	A good knowledge of a broad range of sports	1,3
	A good knowledge of the HE sporting landscape	1,3
	A basic understanding of working practices of University Sport and the roles of Loughborough Sport, Loughborough Students Union, Athletic Union and Loughborough College	1,3

	Willingness to work outside normal working hours including some work in the evenings and at weekends	1,3
	Enthusiastic with a keen interest in sport	1,3
	A commitment to observe the University's Equal Opportunities and Health and Safety policies at all times	1,3
	To provide a satisfactory disclosure statement	3

Desirable Criteria

Area	Criteria	Stage
Experience	Knowledge of national sports organisations and/or competition structures	1,3
	Experience of establishing and maintaining relations with key stakeholders	1,3
	Experience of managing staff	1,3
	Experience of volunteering or working within HE Sport	1,3
Skills and Abilities	Project Management Skills	1,3
Qualifications	Sports related degree (or equivalent level of vocational experience)	1,3

Conditions of Service

The position is full time (37 hours) and open ended. Salary will be on [Administrative Services Grade 5](#), 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 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/>