

Netball Programme Manager

Job Ref: REQ250613

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

Managing the smooth running of all 'off court' areas of the Loughborough Lightning franchise and University performance programme.

To support the development and delivery of the Loughborough Lightning netball franchise and the Loughborough University netball performance programme with particular responsibility for the 'off court' elements of the programme.

Main roles and responsibilities:

The role will encompass several key areas of operation for the netball high performance squad(s). As directed by the Director of Netball, the Netball Programme Manager will be expected to:

- Manage the delivery of an effective netball programme for the Loughborough Lightning netball squad so they can compete successfully in the Netball Super League competition. This includes close liaison with the Director of Netball and delivery of logistics for the weekly training programme under his/her direction.
- Produce an annual plan for off-court delivery and liaise with the Director of Netball to ensure their needs are met. Liaise with Loughborough Sport marketing & communications, match day delivery, and facility operations teams to ensure coordination across all facets of Franchise delivery.
- Assist the Director of Netball and the Loughborough Lightning Franchise Pathway Lead with the delivery of the Lightning Pathway, including coordination of the NXT GEN and various pathway squads [including the BUCS 1s] and the organisation for the Loughborough Lightning Performance Pathway.
- Coordinate internal and external media requests for Netball Super League and NXT Gen players
- Support the development of brand awareness activations by proactively coordinating player appearances
- Lead and contribute to internal and external meetings about the Franchise as a whole and the development of netball at Loughborough University, either with the Director of Netball or on his/her behalf.
- Oversee the performance netball budgets (NSL and Pathway), assist with budget setting, monitor all income and expenditure and ensure the programme remains within budget.
- Manage the international travel, visas and accommodation for overseas players including working with Loughborough University colleagues on visa applications.
- Oversee the development and work programme of the Netball Placement Student.

- Coordinate regular updates to the netball development and strategic plan in conjunction with the Director of Netball and the Head of Performance Programmes.
- Assist the Director of Netball and Franchise Pathway Lead in recruitment activity to Loughborough Lightning, Loughborough University and where appropriate Loughborough College, including dealing with routine enquiries, maintaining a database of potential student and non-student players and regular email and telephone contact with those players. Assist in the production of recruitment materials as required.

Provide operational and logistical support to NSL and NXT Gen Team Managers for home and away games, including; organising transport, producing match packs and leading elements of event delivery (home games).

- Advise the Loughborough Student Netball Club to ensure that all members of the netball club receive high quality coaching commensurate to their ability and potential.
- Provide pastoral support and care to high performance squad members in conjunction with other coaching, academic and performance lifestyle support staff.
- Assist in the identification of potential sports scholars (e.g. Loughborough Student Sport Foundation, Talented Athlete Scholarship Scheme), and monitor/administer the funding for individual performers.
- Support the Director of Netball and Franchise Pathway Lead in managing the operational relationship with England Netball nationally.
- Lead the Loughborough Lightning relationship with the England Netball East Midlands region, assist in their development of a regional development plan and ensure it benefits both Loughborough Lightning and the East Midlands region. Areas of joint work could include promotional activity for games, coordinating player appearances at East Midlands events, joint delivery of camps and/or netball workshops and other relevant activities that benefit netball as a sport.
- In conjunction with the Loughborough Sport 'Student Sport Team' work to increase the netball opportunities for all on campus (e.g. participation, competing, coaching, volunteering). Manage any student and community volunteers within the Lightning and performance netball programmes. Ensure the volunteers have a positive and developmental experience.
- Assist the Loughborough Sport Strategic Partnerships Manager in information requests for current and potential sponsors
- Carry out project work as directed by the Director of Netball or the Head of Performance Programmes.

General Requirements

- Contribute to the sharing of ideas and skills within the high-performance educational forums available on campus.
- Actively work to promote Loughborough University sport, Loughborough Lightning and the Loughborough Students Netball Clubs generally.

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 postholder will be expected to attend the Loughborough Lightning matches (currently sixteen per annum between March and July).

It will be necessary to work outside normal working hours including some work in the evening and at weekends.

It is recognised that staff working at this level will often have links with representative sides. This is seen as advantageous as long as it does not interfere with the work as defined.

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.

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.

Organisational Responsibility

Reports to the Director of Netball

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	Significant experience of working in a sport related role.	1, 2, 3
	Previous experience of managing budgets and following financial procedures.	1, 3
	Previous relevant experience of working in an office environment.	1, 3
Skills and Abilities	Ability to work within the Loughborough Performance Sport Charter.	1, 2, 3
	Proven management ability within a sporting environment.	1, 2, 3
	Ability to plan own work programme, meet deadlines and work on own initiative.	1, 2, 3
	Strong attention to detail.	1, 2, 3
	Excellent communication, interpersonal and presentation skills.	1, 2, 3
	Excellent organisational and time- management and skills.	1, 2, 3
	Ability to work as part of a team and to collaborate with others.	1, 2, 3
	IT skills necessary for general communication and basic report writing.	1, 2, 3
Qualifications	Sport related degree or equivalent experience.	1, 3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	1, 3
Other	Willingness to work irregular hours as necessary.	3
	To observe the University's Equal Opportunities policy at all times.	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in professional sport.	1, 2, 3
	Experience/knowledge of Super League and/or University level netball.	1, 3
	Previous experience of using Microsoft Office (Word, Excel, Access and PowerPoint).	1, 3
Skills and Abilities	Proven knowledge of England Netball issues.	1, 2, 3
	Negotiation skills.	1, 2, 3
Other	Knowledge of player and coach pathways.	3
	Knowledge of international sporting visa types.	1, 3

Conditions of Service

The position is full-time and open-ended, subject to external funding. Salary will be on [Management and Specialist Grade 6](#). 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 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/>