

Triathlon Development Squad Coach

Job Ref: REQ260121

0.5 FTE

Fixed term to 31st July 2027 (continuation subject to annual funding)

Job Description

Job Grade: Operational Services Grade 4

The post holder will lead the delivery of coaching of the Loughborough University Triathlon Development Squad. The role will be mainly coaching, with elements of leadership and administration. The post holder will work closely with the Loughborough University Triathlon Head Coach and other members of Loughborough Sport and liaise with several internal departments and external organisations including, Loughborough Students' Athletic Union (AU), Loughborough Students' Triathlon Club Committee and British Triathlon Federation (BTF).

Job Purpose:

- With the support of Loughborough University Triathlon Head Coach, lead, plan and implement a coaching programme for the Triathlon Development Squad.
- Support the development of a coaching programme for the AU Triathlon Squad.
- Build a culture of excellence, innovation and learning that supports student athlete development throughout Triathlon at Loughborough University.

Key Tasks:

- Deliver an effective coaching programme for the Triathlon Development squad so that they can compete successfully within student (BUCS) and national competition. This includes development of appropriate annual training programmes for triathletes and paratriathletes, covering pre-season as well as the competitive season program.
- Plan and deliver coaching sessions in accordance with the team's development and competition needs, ensuring high quality student athlete experience is at the forefront of everything you do.
- Support the Head Coach & club chair with the creation of a supportive but competitive club environment.
- Ensure competitive success in BUCS and other competitions as appropriate.

Responsibilities:

Staff – Development and Delivery

- Support the Head Coach and other Loughborough Sport staff to promote the profile of Triathlon at Loughborough University, nationally and internationally.
- Lead and manage swim sessions on a weekly basis.
- Work with student committees, Loughborough Sport, Athletic Union and other volunteers to ensure the smooth running of the Triathlon program.
- Where necessary liaise with the BTF to ensure club compliance with BTF conduct and regulations.
- Be responsible for team selection in conjunction with the Head Coach and Club Chair.

Public Relations

- Work with other Loughborough Sport staff to promote the profile of Triathlon at Loughborough University.

This may include activities such as:

- Providing regular information for use on Loughborough Sport or AU noticeboards, websites and other promotional publications.

General Requirements

- Contribute to the sharing of coaching ideas and skills within the high-performance educational forums available on campus.
- To promote adherence to ethical guidelines and regulations with regard to drugs and doping in sport, in line with UK Anti-Doping (UKAD) guidelines and the Loughborough University 'Clean Sport' commitment.

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 will be necessary to work outside normal office hours including some work in the evenings and at weekends.

Organisational Responsibility

Reports to the Loughborough University Triathlon Head 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	Experience of coaching individual sports	1,2, 3
	IT skills necessary for general communication and report writing	1,3
Skills and abilities	Triathlon coaching knowledge	1,3
	Lead and manage swim sessions independently	1,2
	Excellent communication, athlete management and motivation skills	2
	Excellent organisational and time-management skills	1,3
Qualifications	Willingness to update First Aid and Health and Safety requirements for triathlon and work towards more advanced coaching awards and qualifications.	1
Other	Willingness to work irregular hours as necessary	1
	To provide a satisfactory DBS check. (See https://www.gov.uk/disclosure-barring-service-check)	1
	To observe the University's Equal Opportunities policy at all times.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of using Microsoft Office (Word, Excel, and PowerPoint).	1
	Knowledge of athlete development and pathways within triathlon	1,3
	Experience in the development of long-term coaching programs catering for a range of abilities	1,3
	Experience of working with para athletes	1,3
	Experience/knowledge of university level triathlon	1
Skills and abilities	Level 2 coaching qualification or equivalent experience	1
	Sport related degree	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher

Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

Disclosure and Barring Service Check: This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for a Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

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.