

Senior Sports Volunteering Officer

Job Ref: REQ260129

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 5 (AD5)

Job Purpose

To provide operational leadership and ownership for the sports volunteering pathway within Loughborough Sport, ensuring volunteering supports workforce development and enhances student employability, career readiness and progression into the wider sporting workforce.

Duties & Responsibilities

- Lead and manage the sports volunteering pathway, acting as the accountable owner for its design, quality, employability and progression outcomes.
- Develop and oversee volunteering strands, ensuring they are industry-relevant, sustainable, and aligned to organisational and workforce priorities.
- Identify and develop new volunteering opportunities in response to organisational need, student demand, and external partnerships.
- Design and embed competency frameworks and development pathways, including training, mentoring, and professional development opportunities.
- Establish and maintain quality standards for hosting, deploying and mentoring sports volunteers across internal and external partners.
- Lead key partnerships and represent sports volunteering within relevant University and external forums.
- Work collaboratively across relevant functions to ensure volunteering aligns with organisational priorities.
- Oversee monitoring, evaluation, and impact reporting, using insight and data to drive continuous improvement.
- Manage the volunteer management system, ensuring it is effectively administered and supports recruitment, deployment, progression tracking and robust reporting.
- Provide line management and professional development support to staff and placement roles within the volunteering function.
- Contribute to planning, service development and continuous improvement across the wider workforce development function.
- Manage devolved budgets and resources to ensure effective and transparent use.

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 & Procedures.

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

Organisational Responsibility

Reports to the Head of Participation & Workforce Development

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 leading and developing volunteer programmes or pathways, including recruitment, deployment and progression.	1,2,3
	Significant experience of designing and delivering training and development frameworks to support volunteer progression and employability.	1,2,3
	Experience of establishing quality standards and working across multiple partners to ensure consistency of delivery.	1,2,3
	Significant experience of partnership working and stakeholder engagement within sport or related sectors.	1,2,3
	Experience of monitoring performance, analysing data and using insight to inform service improvement.	1,3
	Experience of providing supervision or line management, including performance and development support.	1,3
	Experience of managing budgets and operating within financial procedures.	1,3
	Experience of administering digital systems or platforms, ensuring data integrity and effective reporting.	1,3
Skills and abilities	Excellent communication and interpersonal skills, with the ability to influence and build relationships at all levels.	1,2,3
	Strong organisational and prioritisation skills, with the ability to manage competing demands.	1,3
	Ability to work autonomously and exercise professional judgement.	1,3
	Demonstrable leadership capability with the ability to inspire, influence and motivate others.	1,2,3
	Strong IT skills including data analysis, reporting and presentation.	1,3
Qualifications	Educated to degree level or equivalent vocational experience.	1,3
Knowledge	Knowledge of workforce pathways, employability and career progression within the sports sector.	1,2,3
	Knowledge of the UK sporting landscape and key national governing bodies and partners.	1,3
	Understanding of barriers to volunteering and participation and current trends in sports workforce development.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working with employers to develop volunteering and placement opportunities.	1,3

	Experience of working within Higher Education or University sport	1,3
	Experience of working with the national sport partners.	1,3
	Experience of marketing and communications to support engagement	1,3
Skills and abilities	Ability to collect, analyse and interpret data.	1,3
Qualifications	A degree in a sport / business-related subject or related vocational experience.	1,3

Conditions of Service

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