

Performance Lifestyle & Wellbeing Officer – 1 FTE until July 2027 (0.4 FTE permanent; 0.6 FTE fixed term subject to current funding)

Job Ref: REQ260166

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Loughborough Sport and Foundation Studies within the School of Science wishes to appoint a Performance Lifestyle and Wellbeing Officer to support the Elite Athletes on the Foundation programme and wider performance sport athletes. The successful candidate will play a critical role in supporting students to manage their sporting commitments at the same time as their academic career. The dual career approach is fundamental to our service. Loughborough has a uncompromising commitment to athlete wellbeing underpinned by proactive safeguarding. The successful candidate will form part of the Foundation Team as well as the Performance Support Services team within Loughborough Sport. Within both the Elite Foundation focused time and the wider time within Loughborough Sport the successful candidate will work with student athletes across a diverse range of professional, Paralympic and Olympic aligned sports. This job is currently a point 0.4 FTE position (permanent) with further funding for the remaining point 0.6 FTE initially funded until July 2027.

Job Description

Job Grade: Administrative Service Grade 5

Job Purpose: To support the wellbeing of our student athletes.

School of Science (0.4) Main Duties

- To work as part of Foundation Programme Team, supporting students by providing holistic development support to those students studying on the Foundation Degree Programme, under the direction of the Foundation Team Leader.
- Provide a proactively aligned Performance Lifestyle and proactive wellbeing service to performance and elite athletes within the Elite Foundation programme and our target performance sports.
- Help students to manage training, events competition while studying full time.
- Support a small number of other students in a pastoral role.
- To liaise and work in collaboration with colleagues within the school and across the University and contribute to working groups, as appropriate.

Loughborough Sport (0.6 subject to funding) Main Duties

- Provide safeguarding planning and incident support to the Education and Development Manager as appropriate. This will occasionally incorporate areas outside of the performance sport area of Loughborough Sport.
- Support the development of milestone events such as the performance sport induction day to enhance wellbeing by increasing 'belonging' amongst our performance athletes.

- Work to support, develop and empower our ever-advancing Performance Sport and elite level student athletes.
- Lead on Performance Lifestyle & Wellbeing within a Performance Sport interdisciplinary team.
- Seek opportunity to enhance the reputation of the performance lifestyle service internally, nationally, and internationally.
- Lead and work with others in the Performance Lifestyle team to deliver our service philosophy to external organisations.
- To deliver anti-doping education.
- Assist with the development and implementation of Performance Lifestyle staff development strategies
- To functionally manage a team of Performance Lifestyle Mentors.

General

- 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.
- To work in an interdisciplinary way within our support and sport staff team.
- Promote and exhibit the Performance Programme Charter values
- To engage in relevant professional development within the University in areas which are consistent with the needs and aspirations of the position, the School, Loughborough Sport and the Foundation Programme.
- To undertake any other duties as may be reasonably requested, which are commensurate with the nature and grade of the post.
- To co-operate fully with all School and University policies and procedures relating to the duty of care of students/student athletes.
- Specific administrative roles and functions as may be reasonably required for example, but not limited to, Pastoral Tutor, Induction coordination, athlete exam invigilation.
- To work effectively with relevant administrative, technical, support, coaching and academic staff in the school, Loughborough Sport and across the University.
- To support the Education and Development Manager and Foundation Year Lead with any other duties commensurate with the grade and post.

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.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which

include Respecting Diversity and, where appropriate, Recruitment and Selection.

The role will require some evening and weekend working to fit sporting schedules.

Organisational Responsibility

- Foundation Studies 0.4FTE element this role reports to the Dean of Science and Foundation Team Leader.
- Loughborough Sport 0.6FTE element reports to the Education and Development Manager.

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 form
- 2 – Teams conversation where applicable
- 3 – Visit with test and presentations and final selection panel.

Essential Criteria

	Essential	Stage
Experience	Previous experience of being immersed in a performance sporting environment	1,3
	Experience of following a dual career or supporting those following a dual career.	1,3
	Experience as an advisor, mentor or holistic coach.	1,3
	Experience of working with and developing young people	1,3
	Experience in a university setting, understanding the structure and processes	1,3
	Experience of safeguarding, particularly 16+ and young adults in complex environments	1,3
	Experience of managing a project or organising an event.	1,3
Skills	Excellent communication, interpersonal skills and the ability to build an effective rapport under pressure	1,3
	An ability to receive information in a non-judgmental way	2,3
	The ability to work independently and on own initiative as well as part of a team	1,3
	Excellent organisational and time management skills	1,2,3
	An ability to coach and empower individuals to reflect effectively and maximise personal attainment	2,3
Qualifications	A relevant degree, for example in a sport or education field at 2.1 or above.	1
	A Wellbeing, mentoring or personal coaching qualification	1
Other	Commitment to the University's Equality and Diversity agenda.	1,3
	Adherence to the Loughborough University 'Clean Sport' Commitment Statement.	1,3
	A desire to work as part of a team – on campus for the majority of the week particularly in term time.	
	A willingness to sometimes work evening and weekends to suit the schedules of performance sport service delivery.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of performance coaching – sporting or in a different context	1,3
	Experience of designing and developing workshops for athletes and sport groups	1,3
Training	UKAD Educator qualification	1,3
	A Safeguarding qualification	1,3
	A detailed understanding of National sporting structure and policy	1,3
Qualifications	TASS – Athlete Personal Development and Lifestyle L3	1
	Elite Athlete Wellbeing Management IV	1

Conditions:

This 0.4 FTE position is full time and open ended. The 0.6FTE position is fixed term until July 2027. Salary will be on Specialist and Supporting Academic Grade 5, subject to an annual pay award, at a starting salary to be confirmed on offer of appointment. For industry comparison it is worth noting the Loughborough University employer pension contribution is 25.8% of salary.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grade 5 and above 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 equality 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 academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Simon Wombwell – S.L.R.Wombwell@lboro.ac.uk Education and Development Manager within Loughborough Sport.