

SPORTS VOLUNTEERING OFFICER

Job Ref: REQ260380

School/Department summary:

Loughborough Sport is the overarching sport and physical-activity Professional Service of Loughborough University. It covers a wide spectrum: elite performance sport, recreational sport, coaching and volunteering, facilities, student clubs, and inclusive programmes.

Job Description

Job Family and Grade: Administrative Services Grade 4

Job Purpose

To support the delivery, coordination and continuous improvement of sports volunteering within Loughborough Sport's Coach & Volunteer Academy (CVA), contributing to an effective volunteering pathway that enhances student development, employability and progression within the sport and physical activity workforce.

Job Duties:

Volunteer Coordination & Delivery

- Support the coordination, recruitment, training and deployment of sports volunteers across Loughborough Sport, the University and external partners.
- Administer and support the effective matching of volunteers to appropriate opportunities aligned to their skills and development needs.
- Maintain accurate records of volunteer opportunities, activity, progression and placements.
- Ensure a high-quality experience for volunteers through regular communication, engagement and feedback collection.

Volunteer Development & Training

- Assist in the delivery of a structured volunteering development pathway, including CPD opportunities and strand-specific training.
- Support the organisation and administration of training courses, workshops, masterclasses etc, ensuring appropriate booking of facilities and resources.
- Work with internal stakeholders to ensure training programmes align with volunteer development needs and organisational priorities.

Partnership & Opportunity Development

- Support the identification and coordination of volunteering opportunities across internal programmes and external partners.
- Contribute to maintaining positive working relationships with partner organisations hosting volunteers.
- Assist with monitoring the quality and suitability of placements, including gathering feedback from partners and volunteers.

Marketing, Communication & Engagement

- Promote volunteering opportunities and CVA activity through digital and physical channels, including social media, newsletters and web content.
- Support campaigns designed to increase engagement, accessibility and diversity within volunteering.
- Contribute to the ongoing development and maintenance of the volunteering portal.

Monitoring, Evaluation & Reporting

- Support the collection, maintenance and analysis of data relating to volunteering activity, engagement and impact.
- Produce regular reports to inform CVA development and continuous improvement.
- Assist in gathering insight and feedback to enhance volunteer experience and programme effectiveness.

Operational & Administrative Support

- Support the day-to-day administration of the volunteering programme, including financial processes such as orders, invoices and payments.
- Contribute to the organisation of events such as the CVA Awards Ceremony.
- Attend relevant meetings and contribute to wider team and organisational priorities.

Other

- Work collaboratively across Loughborough Sport and the wider University to support workforce development priorities.
- Ensure compliance with University policies and procedures, including health & safety and EDI.
- Undertake training and development appropriate to the role.
- Undertake any other duties commensurate with the grade.

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 outlined in the document.

Special Conditions

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.

Organisational Responsibility

Reports to the Senior Sports Volunteering Officer

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 – Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Experience of sports volunteering or working with volunteers	1,3
	Experience of coordinating projects and working in a fast paced environment.	1,3
	Experience of working with a range of stakeholders, including external partners.	1,3
	Experience of working effectively as part of a team.	1,3
Skills and abilities	Strong communication and interpersonal skills, with ability to build effective relationships	1,2,3
	Good organisational and time management skills, with ability to manage multiple tasks.	1,2,3
	Ability to work independently and use initiative	1,2,3
	Competent IT skills, including Microsoft Office and digital platforms.	1,3
	Digital communication and social media skills.	1,3
Knowledge and understanding	Basic understanding of sports volunteering and its role in student development and employability.	1,3
	Awareness of the UK sports landscape and volunteer pathways (desirable to developing level).	1,3
Training	Willingness to actively participate in, a programme of continuing professional development.	1,3
Qualifications	A-Level (or equivalent vocational experience).	1,3
Other	Willingness to work flexibly, including evenings and weekends where required.	1,3
	Enthusiastic with a strong interest in sport and development.	1,3
	Commitment to equity, diversity and inclusion, and health & safety.	1,3
	A commitment to observe the University's Equal Opportunities and Health & Safety policies at all times.	1,3

Desirable Criteria: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications that meet the essential criteria.

Area	Criteria	Stage
Experience	Experience working within a sports or higher education environment.	1,3
	Experience of supporting training or development programmes.	1,3
	Experience of working with sports organisations or NGBs.	1,3
Qualifications	A degree (or equivalent vocational experience).	1,3
Other	Understanding of workforce development, employability or progression within sport.	1,3

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.