

Loughborough Sport

Senior Coach Development Officer

Job Ref: REQ260466

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 5

Job Purpose

To coordinate, deliver and support the development of the student coaching workforce within Loughborough Sport.

Working collaboratively with colleagues, students and partners, the role supports the design and delivery of coaching development opportunities that enhance student experience, employability and progression within sport and the wider workforce.

The role contributes to a high-quality, inclusive and connected coaching environment by supporting the delivery of coaching pathways, development activity and engagement opportunities aligned to organisational priorities.

Job Duties

Coaching Workforce Development & Delivery

- Coordinate and deliver coaching development opportunities, including CPD, workshops, mentoring activity and learning opportunities for student coaches.
- Support the development and implementation of structured student coaching pathways, resources and frameworks that enable progression and skill development.
- Oversee the operational delivery and administration of coaching development opportunities, placements and deployment experiences that support student coach progression across Loughborough Sport.
- Contribute to the ongoing development and improvement of coaching development provision through feedback and insight.

Student Experience, Support & Development

- Work directly with student coaches to support their development, engagement and progression within the coaching pathway.
- Provide guidance, support and appropriate signposting to student coaches accessing development opportunities.
- Support and mentor student volunteers, interns or representatives involved in coaching and workforce development activity.

Community, Engagement & Partnerships

- Support the development, coordination and facilitation of coaching communities of practice, forums and networking opportunities that strengthen engagement, peer learning and collaboration across the Loughborough coaching community.
- Help to build, manage and maintain effective relationships with National Governing Bodies, sector organisations and external partners to enhance coach development, mentoring and deployment opportunities.
- Contribute to the promotion and communication of coaching opportunities, CPD provision and success stories to increase engagement, visibility and impact of the coaching pathway.

Collaboration & Delivery

- Work closely with colleagues across Loughborough Sport to help to strengthen alignment between student coaching pathways and the wider Loughborough coaching environment.
- Contribute to operational planning for coaching workforce development activity, maintaining alignment with the wider team's workforce development, student experience and employability priorities.
- Support the administration and monitoring of a devolved budget associated with coaching development activity, ensuring appropriate use of resources.
- Where identified and required, provide line management support, guidance and development to relevant staff, volunteers and/or placement students.

Insight, Evaluation & Continuous Improvement

- Work closely with internal colleagues to support the development and implementation of quality assurance frameworks that ensure high-quality standards are embedded within coaching deployment, mentoring and professional development activity.
- Support the monitoring and evaluation of the quality, effectiveness and impact of coaching workforce development provision, that uses data, insight and feedback to inform enhancement.
- Maintain accurate records and contribute to reporting requirements as needed.

Other

- Undertake duties commensurate with the grade and responsibilities of the role.

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.

Organisational Responsibility

Reports to the: Student Workforce Development Manager

Direct Reports: N/A

Budget Responsibilities: Devolved budget support

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 coordinating, designing and delivering sport coach development/coach education or sport coaching development programmes.	1,3
	Experience of supporting individuals through sport coaching pathways, mentoring and developmental frameworks.	1,3
	Experience of working collaboratively with internal and external stakeholders and partners.	1,3
	Experience of using data, insight and feedback to review activity and inform improvement.	1,3
Skills and abilities	Good understanding of coach development principles and contemporary sport coaching practice.	1,3
	Knowledge and awareness of the sport coaching landscape, including National Governing Bodies, coach development frameworks and current workforce trends.	1,3
	Ability to contribute to the design and implementation of high-quality development frameworks, resources and support mechanisms.	1,3
	Ability to build positive working relationships with coaches, colleagues and partners.	1,3
	Strong organisational skills with the ability to manage a range of priorities and activities.	1,3
	Strong communication and facilitation skills, including delivering workshops, training and group sessions.	1,2,3
	Ability to work collaboratively as part of a team to deliver shared outcomes.	1,3
Qualifications	A Levels and relevant work experience in sports coaching development/education	1
	Relevant sport coaching qualification(s) and/or sport coach development/education/tutoring qualification	1
Training	Evidence of the commitment to continuing professional development and staying informed of sector best practice.	1,3
Other	Commitment to equality, diversity and inclusion, with the ability to support the embedding of inclusive practice within coaching environments.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working within higher education sport and/or student sport environments	1,3
	Experience of working within performance sport and/or talent development environments	1,3
	Experience of contributing to communities of practice or coaching networks	1,3
	Experience of line managing staff, volunteers and/or placement students	1,3
	Experience of managing or contributing to project budgets	1,3

Skills and abilities	Understanding of student employability and workforce development within sport	1,3
	Experience of using quality assurance, monitoring and evaluation processes/tools within development programmes	1,3
Qualifications	Degree or professional qualification in coaching, coach development, coach education	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 principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. 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.

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.