

Athletics Club and Competition Officer

Job Ref: REQ260481

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 (AD4)

Job Purpose

To support the delivery and development of athletics competitions and events at Loughborough University.

Key Tasks:

To support the Athletics Programme Manager to:

- develop, plan and deliver an agreed competitive athletics programme, including Loughborough Indoor and Outdoor Opens, UK Winter Throws the Loughborough International and any other smaller competitions as required.
- provide regular feedback to the Athletics Programme Manager on quality of competition, attendance, successes and challenges.
- utilise the Roster athletics results platform to set up competition entries and collate results throughout the indoor and outdoor competition seasons.
- ensure all athletes are signed up to the AU Club and appropriately registered with England Athletics.
- support the Programme Manager with competition logistics, such as travel and accommodation arrangements.
- attend and support with team management at BUCS Championships.
- assist the AU with BUCS entries across the year.
- ensure all kit order logistics are managed efficiently at the start of the year.
- assist with the performance induction programme as necessary.
- support with athlete recruitment, including attendance at University Open Days or key recruitment events.
- act as a key point of contact for student volunteers within the club committee and MMC programme.
- support the delivery of on campus athletics competitions and larger scale events including booking of facilities, scheduling of fixtures and deployment of officials and volunteers.

- attend regular meetings with the Athletics Programme Manager, other key University personnel and external agencies and contribute appropriately.
- investigate and formally propose for consideration by the Athletics team any opportunities that will develop and grow competition participation and levels of performance.
- work with relevant partners, including National Governing Bodies, on the development and delivery of a range of competitive opportunities.
- adhere to Loughborough Sport values and act as a role model to student volunteers.
- carry out any other duties, commensurate with the grade, that may be reasonably requested.
- undertake any training and development deemed appropriate for the position by the the relevant line manager.

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.

Organisational Responsibility

Reports to the Athletics Programme Manager.

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 working with students/young people.	1,3
	Experience of coordinating projects and working in a fast paced, multi-faceted environment.	1,3
	Experience of providing athletics competition support	1,2,3
	Experience of working as part of a team.	1,3
Skills and abilities	Excellent communication and interpersonal skills and the ability to develop good working relationships with people at all levels.	1,2,3
	Excellent organisational and time management skills.	1,2,3
	Ability to work on own initiative.	1,3
	IT skills necessary for general communication (Microsoft Office).	1,3
Training	Willingness to actively participate in, a programme of continuing professional development.	1,3
Education/Qualifications	A-Level (or equivalent standard of education).	1,3
	GCSE in English and Maths (or equivalent)	1,3
Other	A good knowledge of athletics and its requirements.	1,3
	Knowledge of athletics competition requirements in the UK.	1,3
	Willingness to work outside normal working hours including some work in the evenings and at weekends.	1,3
	Enthusiastic with a keen interest in sport.	1,3
	The role will be subject to a satisfactory (DBS) disclosure services check	
	Demonstrate an ability to behave in a way that adheres to equitable and inclusive working practices, while respecting diversity of thought and supporting freedom of speech and expression.	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 of working with, or as a sports volunteer.	1,3
	Experience of working in a HE setting.	1,3
	Experience of developing and using competition management systems.	1,3
	Experience of working with sports organisations and national sport partners.	1,3
Skills and abilities	Digital and social media skills.	1,3
Qualifications	A degree (or equivalent standard of education) in sports or physical activity (or working towards one)	1,3
Other	A basic understanding of the working practices of University 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.