

Assistant Coach - Performance Swimming

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: Operational Services Grade 5 (OP5)

Job Purpose:

- As part of the coaching team, contribute to us achieving the outcome goals within the Loughborough Swimming Performance Plan which are:
 1. International Success
 2. BUCS Points
 3. PB % and developing athletes through the performance pathway
 4. Top 5 in the British Summer Championships medal table
- To assist the full-time squad coaches with the delivery and monitoring of sessions across the High Performance Squads, as required by the Director of Swimming.
- To independently coach HP1 and HP2 Squad sessions, as required by the Director of Swimming.
- To actively contribute to the development of a high-performance culture that promotes our team values.

Job Duties:

Coaching and Training

- Contribute to the ongoing development of the daily training environment by assisting the Director of Swimming in organising, delivering and monitoring a high-performance swimming programme.
- Coach and prepare swimmers for a range of competitions throughout the year both domestic and international.
- Assist in the planning for and evaluation of individual athletes.
- Assist with the collection, monitoring and interpretation of athlete performance data, including training loads, key training sets, wellness monitoring, race analysis and testing results.
- Support the evaluation of training effectiveness through testing, monitoring and performance analysis and contribute to athlete review processes.
- Work collaboratively as part of an IDT.
- Attend competitions as required by the Director of Swimming.

- Provide additional and adhoc cover when necessary for the Director of Swimming, Associate Head Coach and full-time Performance Swimming Coaches on an as-needed basis.

Management and Administration

- Provide pastoral support and care to student athletes in conjunction with other coaching, academic and performance sport staff.
- To undertake other management and administration roles that will enhance the programme.
- Support the recruitment, onboarding and retention of high performance athletes into the programme. Contribute to athlete talent identification and pathway development initiatives.

Other Requirements

- Contribute to the sharing of coaching ideas and skills within the high performance coaching forums available on campus.
- 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.
- In conjunction with the Loughborough Sport Education and Development Manager, to ensure that all athletes attend appropriate anti-doping workshops (such as 100% ME).
- Adhere to relevant Swim England and generic coaching codes of conduct e.g. scUK Code of Practice for Sports Coaches.
- Promote and uphold University values through personal example and working practices.
- Maintain an outstanding commitment to athlete welfare, safeguarding and duty of care at all times.
- Act in accordance with University safeguarding policies and Swim England safeguarding procedures.

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 to work outside normal office hours, including early morning and evening training sessions and competitions at weekends. This will also include an expectation to coach on public holidays and University closure days.

Organisational Responsibility

Reports to the: Director of Swimming.

Direct Reports: N/A

Budget Responsibilities: N/A

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 coaching senior athletes within a high performance environment.	1,2,3
	Experience contributing to a competitive swimming programme operating at national level.	1,3
	Knowledge of a wide range of swimming training models and their application.	1,3
	Experience planning and delivering swimming sessions independently.	1, 3
	Experience of working with a Multi-Disciplinary Team.	1, 3
Skills and Abilities	Excellent communication, athlete management and motivation skills.	3
	Ability to positively influence and motivate athletes within a high-performance environment.	1,3
	Excellent organisational and time-management and skills.	1,3
	IT skills necessary for analysis, report writing and general communication.	1,3
	An ability to adapt coaching styles and training methods to suit the needs of an individual and/or squad.	1,2,3
Training	Willingness to update Health and Safety requirements and undertake other mandatory training.	3
Qualifications	Swim England Assistant Swimming Coach (or equivalent overseas award).	1,3
	Current safeguarding and protecting children qualification (or willingness to obtain)	1,3
Other	Willingness to work irregular hours as necessary.	1,3
	Adherence to the Loughborough University 'Clean Sport' Commitment Statement.	3
	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

	Demonstrate a proactive, flexible and collaborative approach to supporting programme objectives.	1,2,3
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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	
Qualifications	Sport Related Degree	1
Experience	Coaching swimmers onto international teams (Junior or Senior)	1
	Experience coaching in a university performance sport environment	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 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.

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.