

Athletic Union Manager

Job Ref: REQ260686

School/Department summary:

Loughborough Sport is the overarching sport and physical-activity department 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: MA7

Job Purpose

Lead and develop the delivery of Athletic Union (AU) Sport within Loughborough Sport, ensuring an outstanding, inclusive student experience while driving competitive success within British Universities and Colleges Sport (BUCS).

The role will connect participation and performance sport, support the development of student leaders and ensure clubs are sustainable, well governed and aligned to Loughborough Sport ambitions, while championing student voice and ensuring students are active partners in shaping, delivering and evaluating the Athletic Union experience.

Job Duties

Strategic Delivery & Operational Leadership

- Translate university and Loughborough Sport strategy into a clear AU sport operational plan
- Lead the effective delivery of AU sport across a large and diverse club portfolio
- Contribute to the ongoing evolution of the AU model, ensuring we remain sector leading and student focused in partnership with the Sport Executive Officer

AU Club Oversight, Development & Governance

- Oversee the health and performance of 60+ student sport clubs
- Ensure robust governance, compliance and risk management frameworks that actively include student representation and enable students to influence decision-making within their clubs and the wider AU
- Support the design and delivery of development frameworks for clubs (eg sustainability and succession planning)

Review, evaluate and make recommendations on the effectiveness of trials process

Student Leadership & Experience

- Work collaboratively with the Participation and Workforce Development team and the student body to develop leadership programmes for club committees and volunteers
- Ensure a high-quality student led sport experience, shaped and reviewed in partnership with student leaders
- Support and empower student leaders to confidently challenge, influence and contribute to strategic and operational decisions
- Work with the Coach and Volunteer Academy to develop and enhance the pathways and support available to all Athletic Union coaches (paid and voluntary)

Competition Delivery and Performance Alignment

- Oversee planning and delivery of BUCS competition programme (fixtures, logistics, compliance)
- Work closely with colleagues in performance sport to align AU clubs with talent pathways and drive performance outcomes in BUCS leagues and events
- Support clubs competing at the highest levels of BUCS competition ensuring a high-quality experience for all participants
- Balance inclusive participation with performance ambition across the portfolio

Financial & Resource Management

- Manage and monitor AU budgets and club funding allocations
- Develop fair and transparent funding models
- Produce high level reports for Loughborough Sport and University leadership teams/and or committees
- Work with Facilities and Customer Experience team to optimise access to training and competition spaces

People & Stakeholder Management

- Line manage and develop a team of AU sport staff

Build strong, collaborative relationships with coaches and support staff, student leaders and the SU/AU Executive as strategic partners; and internal Loughborough Sport departments (facilities, performance, participation and workforce)

Inclusion, Wellbeing & Duty of Care

- Embed equity, diversity and inclusion across AU activity
- Ensure appropriate safeguarding and welfare practices are in place
- Promote environments that support both wellbeing and performance

Insight and Evaluation

- Collaborate with the Innovation Development Manager to assess impact across the AU. Work with Innovation Development Manager to evaluate impact across the AU
- Use data and student insight (including surveys, forums and feedback) to inform decision-making, communicate outcomes and demonstrate how student voice has influenced change. Use data and insight (student experience, performance, participation) to inform decision making
- Monitor KPIs and impact of AU sport
- Identify opportunities for innovation and improvement

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.

Organisational Responsibility

Reports to the: Deputy Director (Performance Director)

Direct Reports: Athletic Union Club Development Co-ordinators and Athletic Union Senior Administrator

Budget Responsibilities: All Athletic Union Club budgets and AU core budget

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	Significant experience managing or leading sport programmes, clubs or organisations within student sport or a comparable multi-club environment	1,3
	Proven experience of strategic planning and translating organisational strategy into operational delivery	1,3
	Demonstrable experience overseeing governance, compliance, risk management and safeguarding within sport	1,3
	Experience of line managing and developing staff	1,3
	Experience of managing budgets, allocating resources and producing reports for senior stakeholders	1,3
	Experience of working in partnership with students and elected officers	1,3
Skills and knowledge	Strong commitment to providing an outstanding, inclusive student experience, balancing inclusive participation and performance ambition	1,3
	Student-centred approach, demonstrating belief in students as active partners and leaders	1,3
	Resilient, adaptable and confident operating in a complex organisational environment	1,3
	Strong understanding of the UK higher-education sport sector and the BUCS competition framework	1,3
	Strong communication skills, with the confidence to engage, influence and challenge constructively at all levels	1,3
	High levels of organisation and problem-solving skills in complex, fast-paced environments	1,3
	Strong data-analysis and evaluation skills, using insight to inform decision-making and demonstrate impact	1,3
Training	Ability to adopt new procedures as and when required. Evidence of undertaking further training for the role	1
Qualifications	Degree or equivalent professional qualification in sport or related discipline	1

Other	Uphold and actively contribute to the University's commitment to Equity, Diversity and Inclusion.	1,3
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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	Stage
Experience	Experience working within a university athletic union, students' union or large membership-based sport organisation	1,3
	Experience of managing large and diverse portfolios of sport clubs (50+), or equivalent complexity	1,3
Skills and knowledge	Experience of using student insight, surveys and feedback tools to drive service improvement	1,3
	Innovative mindset with a track record of identifying and implementing improvements	1,3
Qualifications	Postgraduate qualification in sport management, leadership, or a related field	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 person's 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.