

Sports Administrator (Athletic Union and Coach & Volunteer Academy)

Job Ref: REQ260714

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 provide high quality administrative support to two specific areas of work with Loughborough University:

1. Athletic Union (AU) to ensure the smooth running of Loughborough's sports clubs (1 day a week, open ended)
2. Coach & Volunteer Academy (CVA) to support the general administration and financial requirements of the CVA (1 day a week open ended)

Job Duties

Athletic Union

- To book and support with facility allocations as required.
- To support AU colleagues with travel arrangements, for club fixtures involving arranging coaches, hire cars, and non-routine rail tickets, flights, hotels etc.
- To raise and arrange payment of invoices.
- To process out of pocket expense claims and refund requests.
- To support the administration of AU clubs through the creation of products and tickets to be listed on the Loughborough Sport app To develop and maintain strong working relationships with wider University colleagues and to liaise appropriately to carry out required roles and responsibilities.
- To deal with general enquiries by telephone, email, and face to face and take appropriate action. This could be dealing with current or prospective students, external organisations and other University colleagues.
- To provide cover and support for other colleagues at busy times and in cases of absence by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
- To ensure compliance with relevant University policies and procedures.

Coach and Volunteer Academy

- Co-managing the CVA email inbox.
- Dealing with student enquiries including CVA bursary expenses, Reward & Recognition scheme & course bookings.
- Coordinating the CVA bursary scheme.

- Managing and monitoring the CVA budget, including generating monthly budget reports and providing regular updates to the CVA Team and the wider Performance & Development Workforce Development Team.
- Providing event support and programme delivery (where appropriate).

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

The post-holder may be required to support sporting activity, which could include weekends and unsocial hours on occasion.

We would expect the post-holder to be office based, with the hours split over a minimum of 3 days (ideally 4) based on the Loughborough campus

Organisational Responsibility

Reports to the Athletic Union Senior Administrator and Sports Coaching, Officiating & Outreach Manager (CVA).

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 of working in an administrative role.	1,3
	Significant experience of working in a supportive role.	1,3
	Previous experience of working as part of a team.	1,3
Skills & Abilities	Excellent communication and interpersonal skills.	1,3
	Excellent organisational and time management skills.	1,3
	Ability to multi-task in an open plan office environment.	3
	Ability to prioritise workload and plan ahead.	1,3
	Excellent attention to detail.	1,2
	Ability to work cooperatively, flexibly and to meet deadlines.	1,3
	Ability to work on own initiative.	1,3
	Excellent computer skills with a thorough knowledge of MS applications, including Word, Excel, Outlook, Teams	1,2,3
Education & Qualifications	A Level or equivalent experience.	1,3
Training	Willingness to undertake further training as required.	3
Other	Willingness to work irregular hours as necessary.	3
	An interest in sport.	1,3
	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.	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 financial/accountancy software, such as Unit 4.	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.

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.