

Football Programme Manager

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Management and Specialist Grade 6

Job Purpose

To lead, the effective day-to-day management and continuous development of the Loughborough University Football Programme, ensuring the programme operates as a connected, high performing and sustainable football environment across performance, student experience, operations, workforce, partnerships and wider football activity.

To translate the University football strategy into effective operational delivery, leading the planning, coordination and enhancement of the football and futsal programmes and working closely with the Director of Football, Head Coaches, Athletic Union, Commercial Team and wider University Stakeholders.

KEY TASKS:

- Work closely with the Director of Football to deliver the off-pitch football strategy outcomes. Lead the operational implementation of the University Football Strategy, translating strategic priorities into annual plans, activity, timelines and measurable outcomes.
- Provide day to day programme leadership across the football and futsal programme, ensuring clear coordination between performance teams, the athletic union, student clubs and wider football activity.
- Working closely with the Director of Football and Head Coaches to create the operational conditions for high performance, ensuring that teams have the appropriate facilities, resources, staffing and support to deliver their objectives, and that operational issues are identified and resolved proactively.,
- Lead on communications and programme promotion, working with the Director of Football and Relevant Communications/marketing colleagues to coordinate social media, digital content, website activity and key football campaigns.
- Develop, coordinate and line manage the student and early-career workforce supporting football, including placement students, student staff and volunteer, creating meaningful development opportunities and clear progressions.
- Work with the commercial team and Director of Football to develop and deliver partnership and income generating opportunities that support the sustainability, profile and impact of the football deliver various projects and partnerships, including with key stakeholders including, the Premier League, the FA and partner professional clubs.
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- Lead on football programme governance and compliance requirements, including league and competition processes, reporting, policies, safeguarding-related processes and other operational requirements relevant to the programme. Ensure the Women's Football Programme maintains compliance with the FA Women's National League Minimum Operating Standards and associated League requirements, coordinating evidence, actions, deadlines and reporting with relevant University colleagues and football staff.

JOB DUTIES:

- Monitor and report against agreed KPIs and performance measures within the football strategy, providing clear updates, insight and recommendations to the Director of Football.
- Coordinate weekly football and futsal activity including facility bookings, equipment, scheduling, coach deployment and operational communications. Lead the planning and delivery of the football programme Calander, including league and cup fixtures, training activity, events, trials, recruitment activity and key programme milestones, ensuring all activity is appropriately planned, communicated and resourced.
- Act as a principal point of contact for day-to-day football programme enquiries, resolving issues where appropriate and escalating matters requiring senior decision-making. issues if necessary.
- Maintain effective working relationships with the Loughborough Students Football and Futsal Club Committees, ensuring student led activity is connected to and supports the overall football strategy.
- Work in partnership with relevant University Colleagues to recruit, train, support and develop student and community volunteers, coaches and placement students involved in football.
- Lead the development and continuous improvement of football operations, systems and processes, ensuring they are efficient, consistent, compliant and fit the scale and ambition of the programme.
- Lead the planning and delivery of player recruitment, trials, open days and related conversion activity, working closely with the Head Coaches to agree recruitment priorities, processes and timelines and to strengthen recruitment pathways and the student athlete experience.
- Support the continued development of integrated football club structure at Loughborough, connecting performance, Athletic Union, Competitive, recreational and pathway activity so that the students can access appropriate opportunities and feel part of the wider football programme.
- Coordinate the operational requirements of Men's and Women's BUCS Football and Futsal, working with the Athletic Union and club committees on coaching appointments, trials, squad processes, training and competition.
- Maintain accurate records, budgets, purchasing and financial information in line with the University Procedure, supporting effective budget monitoring and resource planning.
- Proactively identify and pursue external funding opportunities, grants and other investment opportunities that can enhance the football experience, programme development and student opportunities.
- Lead the operational delivery of the matchdays across the football programme, working with Head Coaches, officials, facilities, security, medical/Support staff, communications, commercial and other relevant colleagues to ensure fixtures are delivered safely, professionally and in line with competition and University Requirements.
- Represent the football programme at relevant University, sporting and external meetings, building effective working relationships and ensuring football is appropriately connected to the wider Loughborough Sport and University environment.
- To carry out any other duties commensurate with the grade, that may be reasonably requested.

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.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the commitment to the University's Equity, Diversity, and Inclusion policies' at all times.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Director of Football

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working as part of a team.	1,3
	Experience in the use of social media as a marketing / communications tool.	1,3
	Significant experience of working with budgets and following financial procedures.	1,3
	Significant experience of organising and delivering events.	1,3
	Significant experience of managing or coordinating staff, students, interns and/or teams of volunteers in a performance environment	1,3
	Significant experience of working in a football team/environment.	1,3
	Experience of leading or coordinating the delivery of a complex sports or football programme	1,3
	Experience of developing and implementing operational plans, systems and processes	1,3
	Experience of working with external partners and senior stakeholders to deliver projects, programmes or partnerships	1,3
	Experience of supporting income generation, commercial activity, funding applications or partnership development.	1,3
Skills and abilities	Excellent communication and interpersonal skills and the ability to develop good working relationships with people at all levels.	1,3
	Good written English.	1,3
	Attention to detail.	1,3
	Excellent organisational and time management skills.	3
	Ability to work on own initiative.	3
	Excellent leadership skills.	3
	Ability to inspire and motivate others, including volunteers.	1,3
	IT skills necessary for analysis, report writing, presentations and general communication (Microsoft Office).	1,3
	Ability to multi-task and work under pressure to meet deadlines.	1,2,3
	Ability to build effective relationships and influence stakeholders across a complex organisation	1,3
	Strong project and programme management skills, with the ability to prioritise competing demands	1,3
	Ability to analyse information, monitor Performance and use data to inform operational decisions	1,3
	Strong ability to plan and coordinate complex matchday and competition operations, managing multiple stakeholders, deadlines and competing priorities.	1,3

Education & Qualifications	Degree Level or equivalent relevant professional experience in sport, football, business, management or a related discipline.	1
	GCSE in English and Maths.	1
Training	Willingness to actively participate in a programme of continuing professional development.	3
Other	Enthusiastic with a passion for sport, in particular football.	1,3
	Willingness to work irregular hours as necessary including attendance on match days as required.	3
	Commitment to the University's Equal Opportunities policy.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of football club development.	1,3
	Experience of maintaining and managing key stakeholder relationships.	1,3
	Experience of football programme development within a university, professional or high-performance environment.	1,3
	Experience developing workforce, student development or learning opportunities within sport or football.	1,3
	Experience of working in the Higher Education sector.	1,3
	Experience of working within the FA Women's National League or another football league operating framework.	1,3
	Experience of managing budgets, resources and operational priorities within a sporting programme.	1,3
	Experience of developing and improving matchday operations or spectator/event experience.	
Skills and abilities	Project management skills.	1,3
Other	An understanding of the structure of football in the UK.	1,3
	An understanding of the working practices of university football and the roles of the Loughborough Sport, the Athletic Union and Loughborough College.	1,3

Conditions of Service

The position is full-time and open-ended. Salary will be on Management Specialist Grade 6.

The appointment will be subject to the University's normal Terms and Conditions of Employment for grades 6 and above staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equity and celebrates diversity and inclusion throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>