Loughborough Sport

Senior Student Workforce Development Officer

Job Ref: REQ260827

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 (AD) Grade 5

Job Purpose

To provide operational leadership and ownership of designated student workforce pathways within Loughborough Sport's Coach & Volunteer Academy (CVA). Ensure high-quality volunteering and applied development opportunities that build recognised skills, enhance employability and support students' progression into the wider sporting workforce.

Job Duties

- Lead and manage designated CVA student workforce pathways, taking accountability for their delivery, quality, student experience and progression outcomes.
- Develop, evaluate and oversee industry relevant volunteering and applied developmental opportunities across Events, Media Marketing & Comms (MMC) and Performance Support (Sport Science), responding to student demand, organisational priorities and partner needs.
- Across the designated pathways, embed competency-based development, transferable skills recognition and opportunities for students to evidence their learning and achievements.
- Alongside the Student Workforce Development Manager, co-develop and support the operational delivery of the Sport Leadership pathway and Employability Series.
- Work with internal teams, employers and external partners to improve the relevance of opportunities and strengthen routes into placements, paid work and graduate careers.
- Oversee the Loughborough Sport placement programme, ensuring quality and suitability of roles, including the mentoring of students in placement roles.
- Identify barriers to engagement and progression and improve equitable access and student experience, including in women's sport and para and disability sport.
- Oversee the effective use and administration of the volunteer management system for recruitment, deployment, student development records and reporting.
- Provide line management, supervision and development support for the Sports Volunteering Officer.

Other

- Contribute to CVA-wide activity including minimum operating standards, safeguarding, first aid, team meetings, reward and recognition, bursaries and events such as the CVA Awards.

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- Work collaboratively across Loughborough Sport and the University to support integrated student workforce experiences.
- Comply with University policies and procedures, including health and safety, safeguarding, equity, diversity and inclusion.
- Undertake professional development and other duties commensurate with the grade.

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: Student Workforce Development Manager
Direct Reports: Sports Volunteering Officer, Mentoring responsibilities for student leads and volunteers
Budget Responsibilities: Devolved budget support

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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	Substantial experience of coordinating or developing volunteering, applied learning or student workforce programmes, including recruitment, deployment and student development.	1,2,3
	Experience of improving programme quality through clear standards, supervision, mentoring or structured development.	1,2,3
	Experience of designing or supporting skills development, competency recognition and employability or progression activity.	1,2,3
	Experience of developing and maintaining partnerships with internal stakeholders and external organisations.	1,2,3
	Experience of monitoring performance, interpreting feedback or data, and using findings to improve provision.	1,3
	Experience of supervising or line managing staff or volunteers, and supporting their development.	1,3
	Experience of budget management and digital systems or platforms for operational administration and reporting.	1
Skills and abilities	Strong relationship-building, communication and influencing skills across diverse stakeholders.	1,2,3
	Ability to manage competing priorities, work independently and exercise professional judgement.	1,3
	Ability to lead improvements, coordinate delivery and support colleagues through change.	1,2,3
	Strong IT skills including data analysis, reporting and presentation.	1,3
	Understanding of student workforce development, transferable skills, employability and career progression in the sport sector.	1,2,3
	Knowledge of the UK sporting landscape and key national governing bodies and partners.	1,3
	Understanding of barriers to volunteering and participation and current trends in sports workforce development.	1,3
Qualifications	Educated to degree level or equivalent vocational experience.	1
Other	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

Area	Criteria	Stage

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Experience	• Experience within higher education, university sport or a comparable student development setting.	1,3
	• Experience supporting Events, MMC, Performance Support, Sport Leadership, or Employability workforce pathways.	1,3
	• Experience of employer engagement, placements or early-career progression initiatives.	1,3
	• Experience with competency frameworks, digital skills records or impact evaluation.	
Skills and abilities	• Knowledge of UK sport sector employers, national governing bodies and workforce needs.	1,2,3
Qualifications	A degree in a sport / business-related subject or related vocational experience.	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 persons 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.

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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.

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