

Athletics Programme Manager

REQ190641

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 & Specialist Grade 6

Job Purpose

Responsible for managing the activities and operations of the athletics performance programme and ensure the smooth delivery of the competition programme.

The postholder will be expected to contribute to the positive, innovative and developmental culture within athletics at Loughborough, and role model high standards of behaviour.

Key Tasks

The role will encompass several key areas of operation and the Athletics Programme Manager will be expected to:

Performance Programme Management

- Manage the delivery of an effective performance athletics programme for LSAC, to allow athletes to train, compete and develop to the best of their potential
- Assist the Director of Athletics as required, with duties such as overall programme management and operational logistics
- Promote a culture across athletics aligned with the mission and values of sport at Loughborough (see Performance Sport Charter appendix).
- Manage and keep up to date a database of all sports scholars, first team A and first team B athletes
- Input, as requested by the Director of Athletics, into the strategic planning progress for athletics
- Liaise with each event lead (endurance, throws, jumps and sprints & hurdles) to meet their programme administration needs
- Work with the Director of Athletics and the event leads to produce an athlete recruitment plan and track athlete decisions on University choice; duties to include:
 - Deal with routine enquiries and maintain regular contact with talented young athletes and their parents
 - Oversee the logistics for athletics recruitment days as required by the event leads
 - Attend University Open Days and present the whole athletics offer to talented student athletes
- Operationally manage the athletics budget, ensuring the programme remains within budget each year
- Develop and maintain excellent working relationships with British Athletics staff to aid collaborative working across the BA and LU athletics programmes
- Develop and maintain an excellent working relationship with Charnwood Athletics Club to ensure collaborative working and joint projects are identified and maximised.
- Work with the SDC marketing and media team to ensure regular, accurate and innovative outputs on social media and other website platforms. This should include coach and athlete profiles, information about the quality of the programme and regular updates on results and selection (e.g. to age group championships, Commonwealth Games etc)

- Work with the Coaching & Volunteering Academy (CVA) to develop a coaching and volunteering strategy for athletics (student and community).
 - This should include development and mentoring of coaches through LSAC coaches (paid staff and volunteers), plus placement opportunities for those interested in sports science & medicine, officiating, media, event management and other areas.
 - Recruit, train and mentor sufficient volunteers to run all events on campus
 - Ensure British Athletics, England Athletics and Charnwood Athletics Club are fully included in the CVA project
- Work with the Director of Athletics and SDC commercial team to maximise commercial and sponsorship opportunities, including, but not limited to running income generating camps, talent training days and other activities

Event Management

- Work with the SDC Event Management team to deliver a number of high-profile Loughborough athletics events each year (to include Loughborough International Athletics and LEAP).
- Work with the Director of Athletics and event leads to ensure British University & College Sport (BUCS) entries are completed on time and Loughborough maximises the number of athletes competing in every event.
- Work alongside the Director of Athletics to ensure LSAC entries into non-student events at Loughborough and other venues.
- Generate and maintain an annual competition calendar for events both on and off campus. Ensure this is shared in a timely fashion with the SDC event and facilities teams
- Work with the event leads and the LSAC Club Committee to ensure LSAC athletes are entered into the appropriate indoor & outdoor track and field and cross country competitions,
- Act as Team Manager where appropriate, managing the team over the duration of the competition.

Supporting LSAC

- Work alongside the LSAC Club Committee to offer advice, support their decision making and mentor them in their club committee roles
- Liaise with all AU paid and voluntary coaches to ensure they feel valued and part of Loughborough athletics. Ensure they all have the option of receiving Loughborough Sport kit. Liaise with the Head of Coaching to ensure they receive access to CPD opportunities across Loughborough Sport as appropriate.

UKA Affiliation/Registration

- Ensure that those club members who also need to be affiliated to UKA are identified and registered with Loughborough as their first claim club.

General Requirements

- Undertake other work, commensurate with grade and deemed appropriate by the Director of Athletics, surrounding the functioning of the club and specifically the interaction with facility staff/managers for competitive functions/suitability.

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

The post holder will be expected to work with young people in which case a satisfactory disclosure statement will be required (see <http://www.gov.uk/disclosure-barring-service-check>) for more details.

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 University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

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

Organisational Responsibility

Reports to the Director of Athletics

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	Significant experience of working in a sport related role.	1,2,3
	Experience of managing a budget and following financial procedures	1,2,3
Skills and abilities	Ability to work within the Performance Sport Mission and Values	3
	Excellent communication, athlete/coach/officials management and motivation skills.	1,2,3
	Proven knowledge of the general athletics structures and issues in the UK.	1,2,3
	Ability to plan own work programme, meet deadlines and work on own initiative	3
	Excellent organisational and time- management and skills.	1,3
	IT skills necessary for analysis, report writing, maintenance of records, and general communication.	1,3
	Ability to work as part of a team and collaborate with others	1, 2
Training	Willingness to update First Aid and Health and Safety requirements for Athletics and work towards more advanced coaching awards and qualifications.	1,3
Other	Willingness to work irregular hours as necessary.	3
	To provide a satisfactory disclosure statement. (See http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/) for more details.	3
	To observe the University's Equal Opportunities policy at all times.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience/knowledge of University level Athletics.	1,2,3
	Experience of programme management	
	Previous experience of using Microsoft Office (Word, Excel, Access and Powerpoint).	1,2,3
	Proven experience in the development of long-term coaching programmes.	1,2,3
Qualifications	Sport related degree or equivalent relevant experience.	1,3
	Athletics coaching award	1,3

Conditions of Service

The position is **full time** and **open ended**. Salary will be on Management & Specialist Grade 6 (£30,395 - £39,609 per annum) at starting salary to be confirmed on offer of appointment.

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 equality 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 academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Application Closing Date, is 18 August 2019

Developing People, Developing Sport
Building A Lifetime Of Success

We aim to:

- **Deliver sporting excellence and support academic achievement**
- **Promote a value driven culture that inspires each athlete to be the best person they can be**
- **Develop our athletes and staff to realise their potential**

We believe in:

The power of a positive attitude

We will: Seize every opportunity to see the positives in other people
Be unfailingly enthusiastic about our work
Celebrate success, large or small
Challenge and receive challenge constructively

The relentless pursuit of excellence

We will: Set standards to be proud of – we will not accept the norm
Model the behaviours we expect in others
Go the extra mile to achieve our vision
Learn from success and failure

Hard work

We will: Commit to deadlines and hold others to theirs
Demonstrate a steely determination to succeed
Accept responsibility for our own performance
Say 'I will' not 'they should'

Treating others with respect

We will: Win with grace and lose with dignity
Behave with integrity, especially when no one's looking
Trust and earn trust
Respect and earn respect