

Director of Athletics

Job Ref: REQ190404

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Background

These are exciting times for Loughborough Sport. The University's strategy propels sport to the top table, alongside Teaching, Research and Enterprise. We have a new strategic framework with a vision to create a sporting experience so positive its life shaping and the University has recently been ranked as number one in the world for sport. We are looking for a talented individual to join our team to lead and develop an unrivalled athlete development programme with a key focus on becoming a world renown centre for coach, practioner and volunteer development.

Job Description

Job Grade: Management and Specialist 7

Job Purpose

- Provide strategic direction, leadership, oversight and management of athletics at Loughborough University.
- Develop a culture of excellence across all aspects of athletics delivery, including the coaching programmes, coach, practioner and volunteer development and running a high-profile events programme.
- Work in partnership with British Athletics to ensure the High Performance Athletics Centre (HiPAC) is a welcoming, inclusive and developmental centre of performance excellence.
- Develop commercial opportunities in athletics in conjunction with the SDC Commercial Directorate.
- Manage a staff team to oversee athletics at Loughborough, including performance coaches, sports science & medicine staff, the club & competitions manager, and oversee the large number of voluntary coaches.
- Work alongside the Head of Para Sport to ensure a fully inclusive and integrated Paralympic athletics offer for student athletes.

Job Duties

- Build a culture of excellence, innovation and learning that supports student athlete development throughout athletics at Loughborough University.
- Production of a strategic plan, in conjunction with the Head of Performance Programmes, for the development of athletics at Loughborough to contribute to the achievement of SDC and the university goals.

- Lead on the implementation and management of the strategic plan to drive athletics forward in conjunction with other university sport staff, the Athletic Union and the Loughborough Students Athletic Club committees and student leads.
- Leadership and management of the coaching programme for the performance squads across all event groups.
- Develop the capacity within the performance programme to achieve the programmes strategic goals.
- Evaluate and monitor progress against the objectives in the strategic plan.
- Promote a culture across athletics aligned with the mission and values of sport at Loughborough (see Performance Sport Charter appendix).
- Manage effective coaching for the athletics programme. This includes development of appropriate annual training programmes, covering pre-season as well as competitive season programmes.
- Target competitive success in athletics in BUCS and other appropriate competitions.
- Where necessary recruit, direct and manage the additional assistant coaching staff required for the effective coaching and development of the performance squads.
- Ensure all coaches (paid, voluntary, personal/home coaches) are included in the Loughborough Athletics family and receive regular communications and CPD opportunities.
- As necessary liaise effectively with British Athletics and the home nations in relation to athlete player recruitment, development, training and playing programmes.
- Work in partnership with the British Athletics National Performance Institute and academic colleagues (in particular in SSEHS, STI and SBE) to develop best practice across all aspects of athletics delivery. Also, work with them to ensure profile opportunities are maximised for Loughborough University.
- Lead, co-ordinate and drive the delivery of support services (sports science, sports medicine, lifestyle support and strength and conditioning) to the performance squads.
- Ensure all staff within athletics fully engage in an inter-disciplinary approach to developing and supporting our athletes
- Work proactively to recruit high level athletes to Loughborough University, from the UK and overseas.
- Provide pastoral support and care to the performance squad members in conjunction with other coaching, academic and performance sport staff (i.e. Lifestyle mentors).
- Identify potential sports scholars and assist in managing the scholarship funding for individual performers.

Commercial

- Develop the concept of a national centre of coaching and practitioner excellence.
- Expand the current event plan for Loughborough University, in partnership with England Athletics, the Midland Counties Athletic Association and Charnwood Athletics Club where appropriate, to ensure high quality competitive opportunities for Loughborough students, allow prospective students to experience our athletics offer and maximise publicity opportunities through our events programme.
- Work with the Commercial Directorate to develop new and expand existing commercial activity to support both the development of athletics on campus, and to contribute to meeting the Sport Development Centre income target.

Management

- Advise the Athletic Union (AU) club on the coaching and support structure for all student athletes, assisting the club committees with areas such as the appointment of appropriate coaches, squad selection and training programmes throughout the club.
- Create and implement, with support from the Club & Competition Manager, a coordinated media, marketing and communication plan and ensure the utilisation of all available social media and communication tools to identify opportunities to positively promote and publicise Loughborough athletics (current students and alumni).
- Work with the Coaching & Volunteering Academy, with support from the Club & Competition Manager, to provide high quality coaching and volunteer development opportunities within athletics. This should include coaching, officiating, event management, sports science and media roles.
- Be abreast of the latest trends and developments within athletics in order to incorporate this thinking into the strategy for athletics at Loughborough.
- Ensure an understanding of all athletics related activity at Loughborough University and provide input and athletics specific knowledge as requested. Assist in joining up activity across athletics provision where possible.
- Ensure all staff has undertaken a DBS check and safeguarding training as appropriate.

Budgetary Responsibilities

- Prepare, manage and monitor the athletics budget in line with the University's financial procedures.

Public Relations

- Work with other SDC staff to promote the profile of athletics at Loughborough University, nationally and internationally.
- Ensure all PR worthy information is provided in a timely manner to the Sports Communications team and Sports PR Manager.
- Work with SDC and university colleagues to ensure the athletes fulfil their role in promoting athletics and Loughborough University. This may include athlete appearances, writing website articles or blogs and active participation in social media, providing it is not to the detriment of their training and competitive programmes.
- Supporting recreational athletics through coaching, leading and officiating.
- Where possible, support Loughborough Sport sponsor events.

General Requirements

- Contribute to the sharing of coaching ideas and skills within the high performance educational forums available on campus.
- To promote adherence to ethical guidelines and regulations with regard to drugs and doping in sport, in line with UK Anti-Doping (UKAD) guidelines and the Loughborough University 'Clean Sport' commitment.
- In conjunction with the SDC Education and Development Manager, to ensure that all athletes attend appropriate anti-doping workshops (including 100% ME).
- Actively work to promote Loughborough University sport and athletics at Loughborough.
- Undertake additional duties as requested by your line manager from time to time.

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.

While the postholder should have significant experience of coaching within athletics, this is primarily a strategic and leadership role and the postholder will not be expected to undertake day to day coaching. However, if s/he wishes to continue to coach to ensure s/he remains current and relevant within the coaching domain this will be encouraged, providing it does not negatively impact the primary aims of this position and is agreed in advance with the line manager.

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 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 Head of Performance Programmes

Responsible for:

- Head Coach (Sprints & Hurdles)
- Lead Endurance Coach – Athletics
- Lead Jumps Coach – Athletics
- Lead Throws Coach – Athletics
- Club & Competition Manager (Athletics)

The post holder will also oversee a large number of other staff and students (including many volunteers) in conjunction with the Athletic Union and Athletic Club Committee.

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 strategic planning within athletics. | 1, 2, 3 | |
| | Experience of leading and influencing change. | 1, 2, 3 | |
| | Proven experience of coaching high performance athletics. | 1, 3 | |
| | Substantial experience of coaching high level athletes and/or talented young athletes. | 1, ,3 | |
| | Proven experience in the development of long-term coaching programmes. | 1,3 | |
| | Experience in delivering events or commercial projects in athletics. | 1,2, 3 | |
| Skills and Abilities | The ability to lead an inter -disciplinary approach to delivery performance outcomes. | 1, 2, 3 | |
| | The ability to motivate and empower others to deliver. | 1, 3 | |
| | Excellent communications skills, both written and oral. | 1, 3 | |
| | Proven athletics coaching ability. | 1,3 | |
| | Knowledge of current coaching and training processes. | 1,3 | |
| | Good organisational and time-management skills. | 1,3 | |
| | Ability to identify, and innovate to create, commercial opportunities through athletics. | 1,3 | |
| | IT skills necessary for analysis, report writing and general communication. | 1,3 | |
| | Qualifications | UK Athletics Level 3, Athletics Coach or equivalent. | 1 |
| | | Training | Willingness to update First Aid and Health & Safety requirements for athletics and work towards more advanced awards and qualifications. |
| Other | Adherence to the Loughborough University 'Clean Sport' Commitment Statement. | | 1,3 |
| | Flexibility and willingness to work irregular hours as necessary. | 1 | |
| | To observe the University's Equal Opportunities policy at all times. | 1,3 | |

Desirable Criteria

| Area | Criteria | Stage |
|-----------------------|---|-------|
| Experience | Experience of University athletics. | 1,2,3 |
| | Previous experience of using Microsoft Office (Word, Excel, Access and PowerPoint). | 1,3 |
| Qualifications | Sport related degree or equivalent experience. | 1 |
| | UK Athletics Level 4, Event Group Coach or IAAF (International Association of Athletics Federations) Level 5 qualification. | 1 |

Conditions of Service

The position is full-time (37 hours a week) and open-ended. Salary will be on Management and Specialist grade 7, £40,792 - £48,677 per annum, subject to an annual pay award.

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 [here](#).

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 [here](#))

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

The closing date for receipt of applications is Sunday 16 June 2019. Candidates must be available for a two-day assessment process which will take place on Thursday 27th and Friday 28th June.

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