

# The Leicestershire College

## Job Description

### 1. Job Details

Job Title:	Sports Development & Enrichment Officer
Department:	Sport Elite
Reporting To:	Elite Sport Academy Manager
Competency Level:	Curriculum Support 3
Hay Grade:	G2/G3
Salary:	£28006 per annum
Date of Job Evaluation:	May 2026
Date:	June 2026

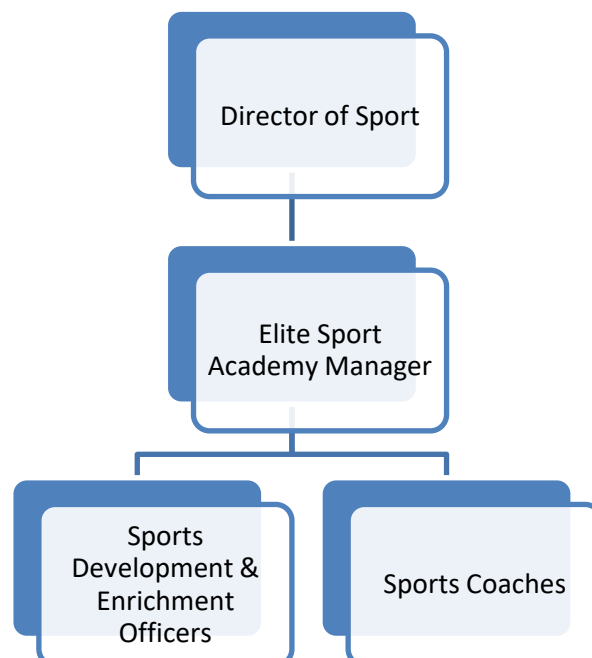
### 2. Job Purpose

To coordinate and deliver inclusive, high-quality sport and physical activity opportunities across the college, leading key programmes and partnerships, supporting student development and wellbeing, and contributing to the growth, sustainability, and effective operation of sport provision.

### 3. Dimensions

*Not applicable.*

### 4. Organisation chart



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## 5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



## 6. Key Responsibilities

### Role specific responsibilities

- Provide high-quality and regular sports and physical activity opportunities for all students by planning, coordinating, promoting, and delivering the Loucoll Active programme across multiple college sites, ensuring consistent quality and the effective use of facilities, equipment, and staffing.
- Coordinate and deliver national and sector-led initiatives, including AoC Sport, NGB, and Sport England programmes, supporting funding applications, implementation, and evaluation while ensuring effective monitoring of participation and impact.
- Develop and manage partnerships with external organisations, acting as a key point of contact for community sport providers and building strong links with NGBs, Active Partnerships, and other stakeholders to enhance student opportunities.
- Support the growth and sustainability of sport and physical activity provision, working collaboratively with internal teams and partners to identify opportunities, access relevant programmes and funding streams, and contribute to the ongoing development of provision.
- To co-ordinate and deliver Leadership Academy opportunities for students

- To provide multi-sport coaching for students, including sport academies, sports participation activities and curriculum students.
- Be an advocate/champion for sports development within the college group, contributing to college group wide mental and physical wellbeing events and initiatives.
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events
- Assist with academy of sport operation such as fixtures, coaching, operations, transport inc. Minibus driver - while adapting duties and responsibilities as needed to meet new situations, in consultation with the Academy Manager and college management.
- Ensure all delivery adheres to college policies and best practice relating to safeguarding, health & safety, equality, diversity and inclusion.

### Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college group in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

## 7. Key Result Areas

Action	Result
<b>Plan, deliver and coach a recreational sport programme.</b>	Increase physical activity levels of the College students.
<b>Plan and deliver targeted work in regards to physical activity.</b>	Comply with the aims and objectives of the new Ofsted framework and sport funding initiatives.
<b>Apply for additional funding through local partnership and grants work.</b>	Increase the resource available for programme delivery
<b>Increase the partnership working across the sports and sports development sector.</b>	Increase partnerships and opportunities for the college.

## 8. Key Working Relationships and Communications

**Internal:** Director of Sport, Academy Manager, Curriculum Staff, Admin Staff, Support Staff, Academy Sport Staff.

**External:** Sport England, Leicestershire and Rutland Sport, AoC Sport, National Governing Bodies, Community Sport Organisations, Support Services Staff

## 9. Scope for Impact

*Not available.*

## 10. Competency Profile

The following profile is a description of the required competencies of the role:

<b>Working with Excellent People</b>	<b>Responsiveness</b>
<p>Brings leadership qualities to supervisory skills; inspires others to be their best considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with accuracy; enables mutual understanding; confident presenter.</p>	<p>Supports change and supports colleagues in adapting to change. Motivates a team to come up with ideas for improvement and supports implementation. Keeps informed of College priorities and direction and works in this direction. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.</p>
<b>Ensuring Financial Sustainability</b>	<b>Self-Awareness</b>
<p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies. Promotes and ensures diversity, equality and inclusion in own team; team works within relevant laws. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.</p>
<b>Delivering Excellent Quality</b>	
<p>Anticipates customer needs; prevents poor service; delivers consistently high quality service. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Takes ownership for own development, supports that of others and develops beyond own role. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way.</p>	

## 11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a Level 2 NGB Coaching qualification	•		Application/ Interview
2.	Possess a degree in a relevant subject	•		Application/ Certificates
3.	Possess a full driving license, with D1 entitlement or the ability to acquire it.	•		Application/ License
4.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
5.	Experience of leading, coordinating and delivering sports programmes	•		Application
6.	Possess previous Sports Development / Coaching experience	•		Application
7.	Experience of networking to build and sustain partnership and collaborative work	•		Interview
8.	Experience in leading and supporting successful funding bids, alongside planning, delivering, and evaluating funded initiatives in line with KPIs and compliance requirements	•		Application
9.	Proven experience to motivate others to participate in physical activity, leadership and volunteering	•		Interview
SKILLS & KNOWLEDGE				
10.	Knowledge of government strategies and Sport England programmes for active leisure		•	Interview
11.	Knowledge of the new Ofsted framework in particular around how learners keep themselves mentally and physically healthy		•	Interview
12.	Excellent planning, administration and organisational skills	•		Interview
13.	Ability to communicate effectively to a diverse range of stakeholders at all levels	•		Interview
14.	Excellent coaching skills and be able to work autonomously and as part of a team	•		Interview
15.	Proven ability to record data and effectively report to stakeholders at all levels		•	Interview
16.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
17.	Comply with professional standards at work	•		Interview

18.	Have a proven ability to work under pressure and manage a heavy workload	•		Interview
19.	Show commitment to the improvement and maintenance of standards	•		Interview
20.	Show a commitment to personal development and growth	•		Interview
21.	Promote the College's equal opportunities policy and practices	•		Interview
22.	Ensure the safeguarding of students	•		Interview

**Notes**

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in May 2026 and may be amended in light of changing circumstances following discussion with the post holder.

## 12. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
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