



UNIVERSITY OF LEEDS

Assistant Head of Sport (Development)
Sport & Physical Activity, Facilities Directorate



Salary: Grade 8 (£42,149 – £50,296 p.a.)

Reference: FDCCS1315

Interview date: 1 November 2021

Assistant Head of Sport (Development)

Sport & Physical Activity, Facilities Directorate

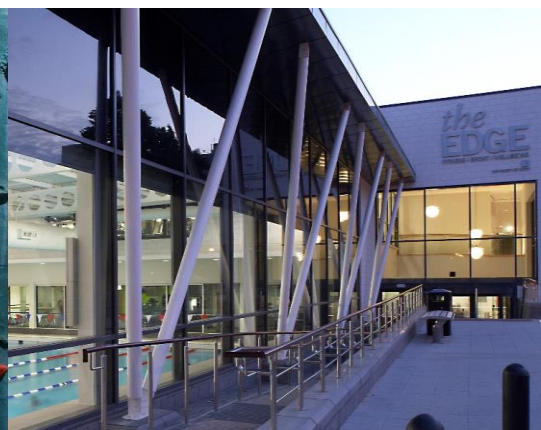
Are you an experienced senior leader who has a passion for sport and physical activity? Do you want to work in the fast paced and diverse environment of higher education?

The University of Leeds has a strategy for sport and physical activity; 'Do What Moves You'. This articulates our aim of becoming the leading provider of university sport in the UK. Through this strategy, we are committed to ensuring we provide opportunities for our students, staff and members of the local community to develop a positive relationship with sport and physical activity and lead an active and healthy lifestyle. In this important role you will provide strategic and financial leadership for the University's broad sport development portfolio including 'Leeds Sport', the sports partnership with Leeds University Union. This role provides oversight and leadership across a number of key strategic strands; performance sport, physical activity and wellbeing, student leadership and professional development and outdoor learning and education. The post holder will be responsible for gathering insight and information into regional, national and international programmes, enhancing the brand and reputation of sport at the University of Leeds.

As a key member of the Sport & Physical Activity senior management team and reporting into the Head of Sport, you will be expected to exercise a high level of autonomy to ensure that all aspects of the delivery contribute to the achievement of the SPA business plan and the University Sport and Physical Activity Strategy.

Sport and Physical Activity department is an inclusive and diverse team that will share the values captured below:

- Show you care
- Know your stuff
- Share a smile
- Go the extra mile



What does the role entail?

As Assistant Head of Sport (Development), your main duties will include:

- Developing and implementing a strategic plan for the sport development team, aimed at supporting the successful achievement of the University Sport and Physical Activity Strategy. This will include setting, monitoring and reporting on specific financial and non-financial performance measures, linked to objectives and ultimately to the University's overall Strategy;
- Leading and managing a large staff team with diverse roles and responsibilities, ensuring that employees within the sport development team and the wider service are appropriately trained, appraised and developed. This will include planning and carrying out annual performance reviews and reward management including constructive feedback;
- Overseeing and ensuring recruitment, training, and induction of new staff;
- Providing oversight and monitoring of the different work strands and deliverables outlined in the Sport Development Strategic Plan, ensuring alignment to 'Do What Moves You': <https://sport.leeds.ac.uk/about/strategy/>;
- Ensuring that our programmes and services are accessible, inclusive and meet the different needs of our diverse campus population, positioning sport and physical activity at the heart of University provision;
- Representing the Sport & Physical Activity Service both within the University and in the local, regional and national context ensuring that the University plays an appropriate role in the development of sport and physical activity, maximising opportunities through mutually beneficial partnership;
- Working with the Head of Sport to actively engage with BUCS, representing the University regionally and nationally within appropriate networks.
- Working with the Head of Sport on the development and management of key external partnerships including, but not limited to, key NGBs eg. ECB, the Leeds Boat House charity, Triathlon Leeds, Leeds Rhinos Netball and the RFU;
- Establishing mechanisms to attract internal and external funding sources to enhance the delivery of sport at the University, successfully implementing them to achieve stretching targets. This may include working with a variety of internal stakeholders eg. Student Education Service (SES), Sustainability, and Alumni Development Team;

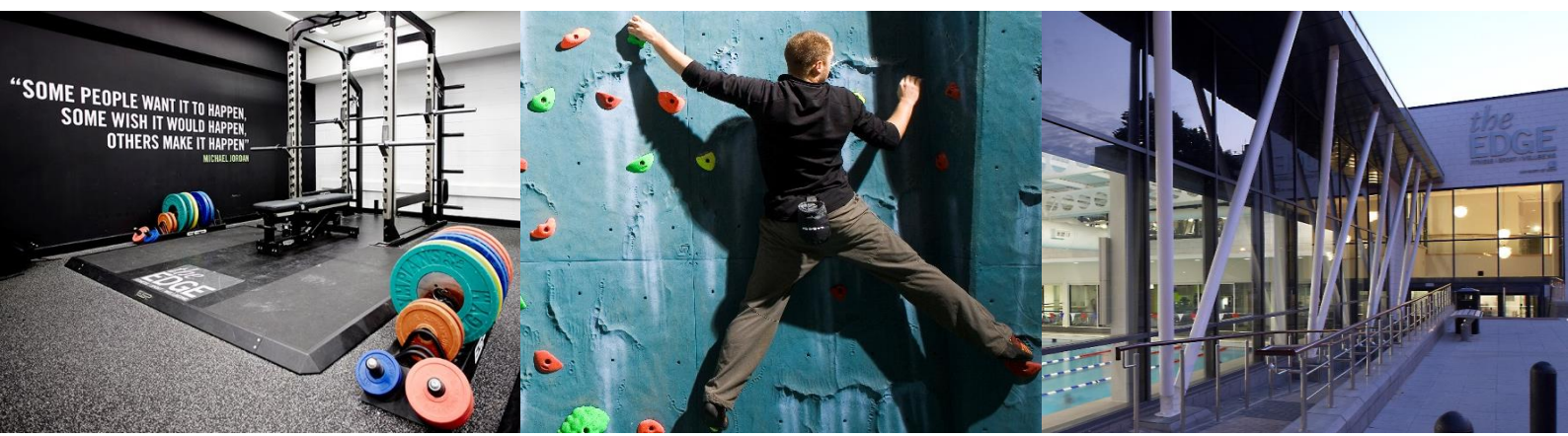


- Working with the senior management team and University finance team in the setting and monitoring of budgets. You will need to prioritise the allocation of financial and other resources to develop and maintain the sport development portfolio in line with customers' expectations and the overall objectives of 'Do What Moves You';
- Ensuring that all sport development programmes and activities are delivered in accordance with appropriate representative bodies and University health and safety guidelines;
- Deputising for the Head of Sport in her absence, including attendance at meetings and being a named point of contact on departmental critical incident management plan;
- Promoting and upholding Sport and Physical Activity's and the University's values through personal example and working practices;

What will you bring to the role?

As Assistant Head of Sport (Development), you will have:

- A relevant degree or equivalent professional qualification;
- Leadership experience, including leading a diverse portfolio of programmes and products;
- Significant experience of creating and managing successful partnerships that realise mutual and tangible outcomes;
- Experience of working in a similar role or at a similar level;
- A thorough understanding of the national and local sporting landscape including the opportunities and challenges;
- Significant experience of resource management including people, facilities and finances;
- Awareness and understanding of statutory legislation/ regulations relevant to the discipline;



- Excellent interpersonal skills and an ability to demonstrate sensitivity and empathy with others;
- Proven ability to initiate, develop and maintain effective working relationships with decision makers, partners and other stakeholders;
- The ability to prioritise, plan, and organise own and others' work and to lead and motivate others effectively to achieve objectives;
- The ability to set realistic team goals and KPIs with a track record in monitoring and evaluating these to improve services;
- An awareness of Customer Services Excellence schemes.

You may also have:

- A coaching or mentoring qualification;
- Experience of working in the higher education sector;
- Experience of working with sport and physical activity funding agencies and national governing bodies for sport.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Suzanne Glavin, Head of Sport & Physical Activity

Email: s.j.glavin@leeds.ac.uk



Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.»

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

