



Higher Education Tennis Administrator JOB DESCRIPTION

Organisation	British Universities and Colleges Sport (BUCS)
Job Title	Higher Education Tennis Administrator
Salary / Grade	£12,000 (part-time, 3 days per week) 1 year fixed term
Reports To	Event Coordinator
Location	BUCS Office, London

Job Purpose

As part of the Tennis Foundation's Tennis in Education Strategy, this role will provide support to the successful Higher Education Tennis programme, with a particular focus on creating an effective and mutually beneficial partnership with BUCS.

It will be a year-long position based predominantly in the BUCS office supporting both the BUCS Team/Individual programmes, as well as additional competitive opportunities. The role will also work with BUCS and the Tennis Foundation to provide marketing and communication assistance on a regular basis for major tennis events, programmes and competitions across the HE sector.

Main Duties and Responsibilities

BUCS Tennis Competition Support

Support BUCS Tennis captains with the inputting of BUCS results to the LTA, acting as the contact for any queries from institutions and their teams regarding tennis results submissions.

Maintain and increase the percentage of completed results submitted to the LTA, ensuring that all players in the BUCS leagues have a British Tennis Membership.

To be the point of contact for any match queries including advice on the tennis specific rules and regulations and to assist with random team sheet checks.

To collate any queries with regard to specific tennis rules and regulations and liaise with the BUCS Competitions, Compliance and Governance Manager to ensure any proposed changes are submitted.

Summarise and collate BUCS Tennis statistics and reporting these back to the Tennis Foundation and LTA Competitions Team and the relevant BUCS Sport Manager.

Support the delivery of national and regional tennis events including organising, promoting and attending at the BUCS National Premier League Super Weekends, BUCS National Team Finals, BUCS Individual Qualifying and Finals.

To recruit, train and deploy a group of student volunteers who would support the running the BUCS events as listed above.

To assess the demand for further competition offers below the current BUCS programme and to propose potential competition formats.

Higher Education Performance Tennis Support

Play a lead role in coordinating and developing the promotion of British Universities Performance Programmes, including World University Games.

Support the administration of the TASS programme in universities including reporting procedures, and the organisation of camps and friendly national / international matches for TASS players.

Higher Education Tennis Marketing / Communications

Support the Tennis Foundation in the promotion of their tennis programme for institutions including the Student Tennis Ambassador Network, National Conferences, Regional Student Ambassador Network (and the Tennis Foundation's female mentoring programme).

Support BUCS and the Tennis Foundation in planning and delivering year-round social media content to report on and promote all aspects of Higher Education tennis

General

Promote, support and attend Tennis Foundation / LTA events and training as required including University Tennis Coordinator (UTC) training and to support the BUCS Tennis Sport Advisory Group under the guidance of the BUCS Sports Manager.

This role will involve weekend and evening work as well as some overnight stays.

Key Relationships

BUCS

Head of Sport Programmes, the Sport Manager (Tennis), Event Coordinator (Tennis), Marketing and Sponsorship team.

Tennis Foundation

The Tennis Foundations Universities Manager

Person Specification:

Experience/Knowledge	Essential/ Desirable
- Proven engagement with relevant national and regional organisations and initiatives (LTA/ITF)	D
- Experience of working within a sports environment	E
- Understanding of Higher Education sports clubs, especially tennis	E
- Experience engaging and managing volunteers	E
Skills	
- Excellent communication skills (written and oral) and ability to work in a facilitative manner	E
- Ability to communicate effectively to a wide range of audiences	E
- Good presentation skills	E
- Good IT skills, competent with Microsoft Office Suite	E
- Good organisational and time management skills	E
Other Considerations	
- An understanding and commitment to equal opportunities and to working equitably	E
- Flexibility to work some irregular and unsocial hours as required outside normal office hours including evenings, weekends and bank holidays	N/A
Qualifications and training	
- A degree in a sports related topic	D
- Officiating, coaching or other LTA qualification/course	D