

Job Description

Post title: Tennis Development Officer	Post No: A8205
Organisation Unit: NTU Sport	Date compiled: October 2017
Grade: F	Hours per week: 37 Weeks per year: 52
If fixed term, state duration: 12 – 18 months	
Immediate line manager: Participation Sport Manager	
Designation and grade of any staff supervised by the post holder: Tennis Ambassadors and Tennis Club Committee	
<p>Job purpose: To drive the development of tennis at NTU Sport through high quality coaching, club development, monitoring and evaluation of the social tennis offer, creating a student workforce training programme and reviewing the NTU tennis centre usage looking at ways to generate income.</p>	
<p>Principal duties and responsibilities:</p> <p>1. Participation Programmes</p> <ul style="list-style-type: none"> ○ Organise, promote and deliver opportunities for students to play social, recreational and semi-competitive tennis, including: <ul style="list-style-type: none"> ▪ Delivering intra-mural tennis competitions and festivals. ▪ Bringing players back into the sport, inspiring new participants and encouraging the retention of players within tennis. ▪ Working with NTU Sport and the Tennis Foundation to develop coaches and officials. ▪ Assisting recreational players who wish to try to progress on a pathway towards representing NTU in our Tennis teams. ▪ Liaising with NTU Head of Tennis to ensure new opportunities complement the overall tennis offer and a seamless programme is available from beginner to high performance level. ○ Assist in promoting the NTU Tennis programme to prospective or current NTU students by attending recruitment events and freshers' fairs, in addition to inputting to marketing materials and campaigns. <p>2. Club Development</p> <ul style="list-style-type: none"> ○ Manage relationships with club committees and the Nottingham Trent Students' Union Vice President (Sport) in the day-to-day management, and development of the NTU Tennis clubs; for example: <ul style="list-style-type: none"> ▪ Offering guidance and advice on policy issues ▪ Mentoring and leadership of student committees ▪ Enhancing the student experience ▪ Assisting with the management of the club budgets (separate from performance budget) including forecasting and monitoring income and expenditure. ○ Work in conjunction with other heads of sports and the club development officers to deliver the annual training programme for committee members. ○ Pro-actively assist the club in sourcing sponsorship. ○ Assist the Sports Finance Officer in ensuring that orders, invoices and claim forms are processed efficiently <p>3. Student Workforce</p>	

- Recruitment, training and mentoring of NTU tennis volunteers.
- Develop a volunteer pathway to enable students to progress within NTU and the wider tennis community.
- Signpost students to opportunities within NTU Sport and the wider community.
- Work alongside the Sports Volunteering Co-ordinator to ensure all student volunteering opportunities adhere to policies on health and safety, safeguarding children, etc

4. NTU Tennis Centre Usage

- Work with key stakeholders, including British Tennis, the Tennis Foundation, local tennis clubs and BUCS, to ensure opportunities for collaborative working are maximised.
- Support the Tennis Foundation with projects and events agreed between NTU and the Tennis Foundation; this will include up to three national events and approximately 20 hours per year on specific projects.
- Responsible for ensuring optimum usage of the NTU Tennis Centre liaising and prioritising academic, sports clubs, internal, casual and external bookings. Working in collaboration with the facilities team to coordinate sales and outreach activity.
- Responsible for ensuring the NTU Tennis Centre facilities are safe and in good working order by carrying out relevant safety checks; reporting and monitoring maintenance of the facilities and its equipment.
- Responsible for bookings, customer access, membership management, attendance history and database management of the NTU Tennis Centre.
- Provide a professional and helpful welcome to those visiting the NTU Tennis Centre, ensuring facilities are ready for use in a timely and safe manner.

5. Other duties

- Ensure that all activities delivered are undertaken within departmental, university and national governing bodies’ health and safety guidelines
- Manage all equipment used in activities including; auditing, purchasing, and issuing procedures, safety checks, maintenance and record keeping for equipment
- Update the sports development team via team briefings and written monthly reports on business undertaken and developments proposed
- To support a collaborative team-working environment
- Expected to work some weekends and evenings.

Special requirements: None

**

All staff are expected to comply with the University’s Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. The post holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Job description drawn up by	Katy Teasdale	June 2017
Approved for department by	Katy Teasdale	June 2017

<http://www.ntu.ac.uk/humanresources/>