



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**University Tennis Co-ordinator Internship, Sport and Physical Activity**



**Salary: Grade 2 (£15,379 - £15,976 p.a. pro-rata)**

**Reference: FDCCS1102**

**Closing date: 18 June 2017**

**Fixed-term for 12 months, (working 10-15 hours per week) during term time until 31 August 2018**

## University Tennis Co-ordinator Facilities Directorate

**Are you a current University of Leeds undergraduate student with an interest in promoting and developing sporting programmes from grass roots level to performance? Would you like to gain valuable experience by supporting projects which raise awareness of Tennis initiatives within the University and the wider community?**

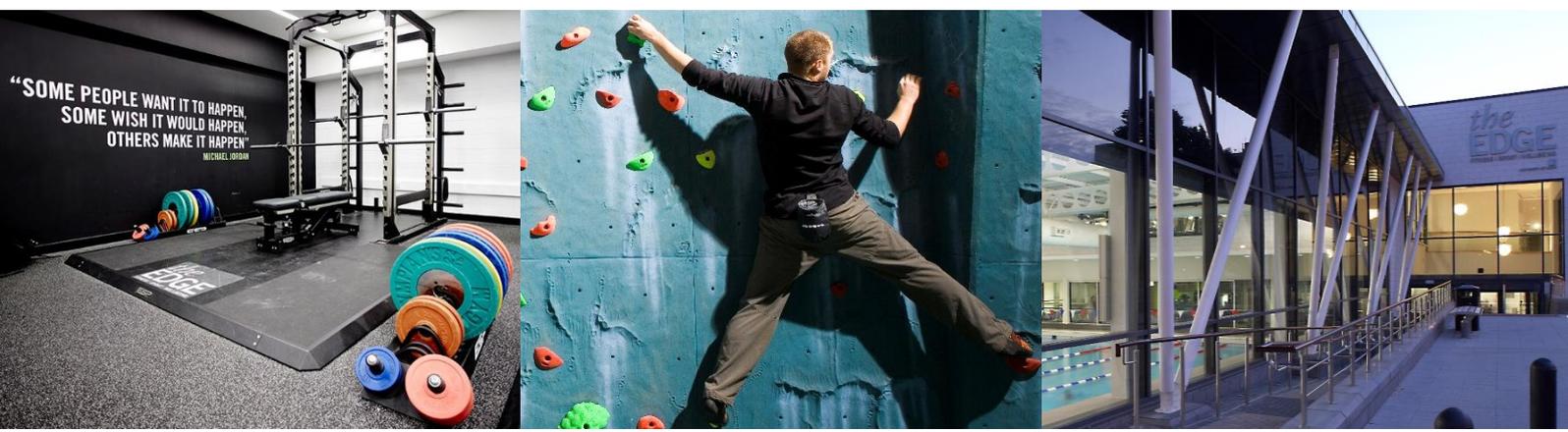
Supporting our vision of being the sector leader for student experience in sport and physical activity, this unique post, jointly funded by the University and the Tennis Foundation, will work closely with the University of Leeds Sport Team and Lawn Tennis Association Tennis Development Manager to impact on our tennis offer. We are looking for a student intern to join our team for 12 months from September 2017, to develop and deliver a year round programme of tennis activity for players of all standards, through coached sessions, tournaments, competition, tennis education and casual play at the University.

You will be a current undergraduate student at the University or in the process of applying for a part-time post-graduate University of Leeds degree, with an enthusiasm for Tennis, who is looking for a placement opportunity working on average 10 to 15 hours per week. You will have excellent communication skills, attention to detail and ability to work independently and as part of a team.

### What does the role entail?

As a Tennis Coordinator, your main duties will include:

- Increasing participation levels of students at Leeds through setting up and implementing student sessions, taster sessions and competitions;
- Developing competitive opportunities for all levels of player;
- Developing the Coach Education and Training programme for students linked to the Coach Education Centre and Leeds Metropolitan University;
- Organising and promoting relevant umpiring, coaching and competition organiser course awards;
- Developing the Tennis Volunteering Programme at the Coach Education Centre, satellite venues and pilot opportunities in workplaces;



- Assisting with the organising of current events and lead the annual Touch Tennis participation tournament at The Edge;
- Monitoring numbers for participation, competition and retention, using this data to produce termly reports for the Lawn Tennis Association and data for the Leeds sport participation KPIs;
- Assisting with the delivery of the student programme internally and externally including the recruitment of students to the tennis teams, tennis clubs and welcome week events;
- Attending the Leeds Tennis Steering Group and Open Touch Tennis Events to support the delivery of its objectives across the city;
- Working with the Leeds University Union Tennis Club Secretary to support the development of tennis opportunities for members.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Tennis Coordinator you will be/will have:

- Undertaking a undergraduate or postgraduate degree at the University of Leeds;
- Excellent written and verbal communication skills with a high level of accuracy and attention to detail;
- Excellent organisational skills and an ability to prioritise and plan work;
- A team-orientated approach, with a proven ability to work as part of a team;
- Experience of activity programming and/or event tournament planning and delivery;
- The ability to build relationships easily and quickly;
- The ability to develop innovative ideas.

You may also have:

- A Lawn Tennis Association licence coach qualification or equivalent expertise in a club environment;
- Experience of organising and umpiring tournaments and events;
- A good working knowledge of social media to promote events.



## 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:

**Emma Mackenzie-Hogg, Social Sport Manager**

Tel: +44 (0)113 3801 421

Email: [E.Mackenzie-hogg@leeds.ac.uk](mailto:E.Mackenzie-hogg@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](mailto:disclosure@leeds.ac.uk).

### Commercial and Campus Support Services Values

Aligned to the University's values and standards, Commercial and Campus Support Services have defined [four core values](#) that capture the essence of what we represent as a team.

## Criminal record information

### Rehabilitation of Offenders Act 1974

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.

