

## 1 JOB DESCRIPTION

School or Division/ Address: Sport, Exercise & Health, Tyndall Avenue, BS8 1TU

Academic Faculty / Support Services Division: Sport, Exercise and Health

(Supplementary information for recruitment only)

Job Family / Grade: D **Salary range:** £17703 - £18212 (pro rata)

Hours of work: 18 **Work pattern:** Part-time

Contract type: Fixed term until August 2018 *(Given nature of role, weekend and evening work may on occasion be required)*

### 1.1 Main Job Purpose

To be responsible for increasing student participation in tennis at the University of Bristol

Reporting to the Director of Tennis, this role will be primarily responsible for the development of a year round student tennis programme including - competition, coach education, and tennis development opportunities. They will also support tennis programmes at the Coombe Dingle Sports Complex and community programmes.

This role is part of the LTA/Tennis Foundation national UTC scheme, jointly funded by the university and the Tennis Foundation.

The successful candidate will have a confirmed place on a postgraduate programme of study at the University of Bristol.

### 1.2 Statement of Responsibilities

#### Analysis, Reporting and Documentation

1. Maintain records/registers of activities and events
2. Provide information to the Director of Tennis and SEH management to contribute to divisional reporting
3. Monitor delivery programmes to gather data on participation, competition and retention.

#### Customer Services & Support

4. Provide support to the University tennis club
5. Support the University tennis programme, including community engagement, as directed by the Director of Tennis
6. To assist in the publicity of the student programme and the recruitment of students to the tennis teams and tennis clubs
7. To deliver tennis coaching if required, under the direction of the Director of Tennis, and appropriate to their level of qualification

#### Planning & Organising

8. Organise competitive opportunities for all levels of player, but particularly for those not competing in BUCS and other competitions.
9. To coordinate opportunities for students to play tennis, scheduling sessions and arrangements and promoting the opportunities effectively.
10. Coordinate and promote training programme for students such as coaching awards, umpiring and competition organiser courses.
11. Assist in the organising of both BUCS and student tennis club events

#### Liaison

12. To be actively involved in supporting coaching and building a strong relationship between student players and the Coombe Dingle Sports Complex.
13. To support the tennis programme and facility's liaison with the wider tennis community
14. To engage with appropriate LTA and student tennis networks, including University Tennis Coordinators in other institutions.

**Decision Making**

- 15. Contribute to planning of tennis programmes and activities
- 16. Prioritise own areas of work on a daily basis

**Problem Solving**

- 17. Deal with problems occurring during delivery of activity and events to ensure successful delivery, working within clear parameters as set by the Director of Tennis and other senior staff

**Continuous Improvement**

- 18. Suggest improvements to current working methods.
- 19. Contribute to the improvement of the student tennis programme
- 20. Work with Director of Tennis and other experienced colleagues to develop their own abilities and competencies

**People Management**

- 21. Be an active part of the team responsible for delivery of the University's tennis programme and work cooperatively with the facility operations staff and the Sport and Physical Activity team.
- 22. Work collaboratively with the student tennis club.

**1.3 Relationships and Contacts**

Line manager: Director of Tennis

Line manager to (where appropriate): N/A

**Internal Contacts**

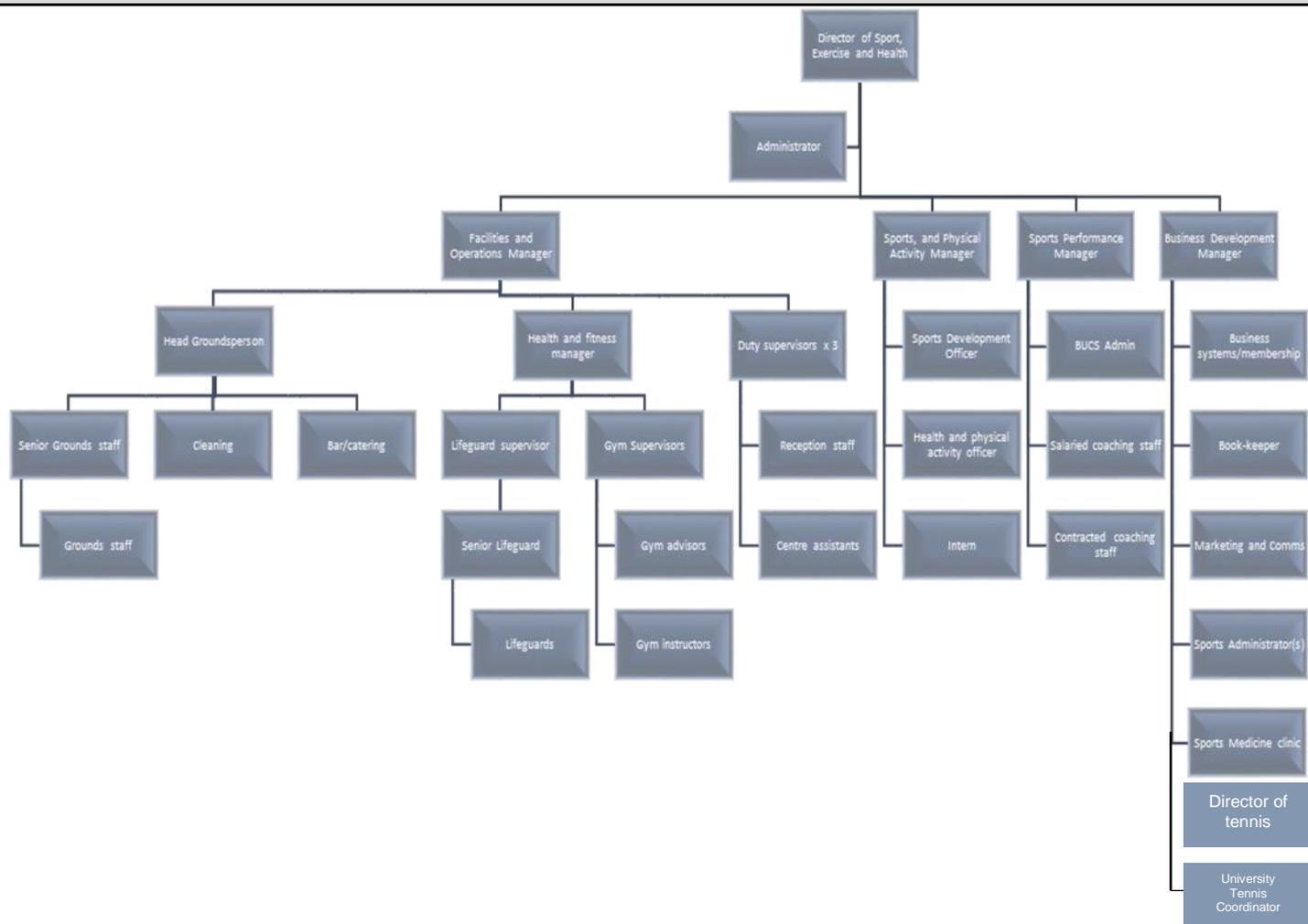
Contact with whom?	Nature of relationship	Purpose
Facilities and Operations team	Close working relationship	To ensure sports facilities and operations support the delivery of sporting events and programmes.
Sports Performance team	Close working relationship	To ensure there are clear pathways for students to progress as a player, coach, official or volunteer
Business Development team	Close working relationship	To ensure programmes and events are administered and promoted effectively, following the division's standards and practices.
Sport & Physical Activity team	Close working relationship	Close collaboration ensuring a coherent approach to raising participation levels in sport and physical activity

**External Contacts**

Contact with whom?	Nature of relationship	Purpose
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Wesport	Liaison / Communication	Identify programmes and funding that support the division's strategic objectives.
LTA & Tennis Foundation	Liaison / Communication	Ongoing engagement with national UTC initiative and other tennis-specific programmes, events and opportunities
Bristol Students' Union	Liaison / Communication	Work in partnership on programmes designed to increase participation in sport and support student development
External clubs	Liaison / Communication	Provide 'exit routes' for student to participate in sport and physical activity outside of the University or following graduation.
External facility providers	Liaison / Communication	Identify alternative facility providers for sport and physical activities where capacity and availability prevent access to University facilities.

## 1.4 Organisation Charts



## 2 PERSON SPECIFICATION

### 2.1 Relevant Experience, Skills and Knowledge

#### Essential

- A good knowledge of the structure of tennis in the UK
- Prior coaching experience and experience of working or volunteering in sport
- IT literate

#### Desirable

- Coaching/assisting experience within a club environment

### 2.2 Relevant Qualifications

#### Essential

- The successful candidate will require a confirmed place on a postgraduate course at the University of Bristol
- LTA licensed coach to a minimum of level 1

#### Desirable

- Working towards level 2 or 3 coaching award

### 2.3 Communication and Interpersonal Skills

#### Essential

- Good oral and written communication skills with an approachable manner
- Helpful and courteous approach to colleagues, students, staff and customers

#### Desirable

- Ability to use social media to promote the university club news, events and results

## 2.4 Additional Criteria

### Essential

### Desirable

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## 3 BACKGROUND INFORMATION

### 3.1 The School/Division

The University of Bristol was the first in the United Kingdom to promote exercise and health related activities in addition to traditional 'sport'. The 'fitness and health enhancement' programme established in the late 1980's led to the establishment of the first academic course in Exercise and Health Science in the country. The Division of Sport, Exercise and Health has built on these broad themes and now provides a range of activity ranging from high level sport to exercise for special populations.

Sport Exercise and Health has 6,000 members (5,000 students, 500 staff, and 500 external members). There are more than 100 full, part-time and casual staff, including senior managers (4), administration and reception staff, part-time sport coaches, exercise class teachers and sport medicine clinicians. Each member of the management team is responsible for a key area of activity, relating to aspects of facility or programme management or both. Managers are encouraged to take responsibility for their field, both in terms of seeking funding, managing budgets and in developing new programmes, activities and operational methods.

The Sport, Exercise and Health Division reviewed its strategic priorities in 2014 and identified four areas of activity as being a priority. In order of importance they are:

1. Increasing student participation levels in sport and healthy activities. The main drivers for this will be the health and well-being of students, student satisfaction levels and the significant development and employability opportunities that come through leading and participating in sport.
2. Improving performance in student sporting competition through the continued development of an elite sport environment. The main drivers will be institutional shared pride in student achievement and an enhanced institutional brand.
3. The ability of staff to access sporting facilities or undertake healthy activities will be important but student usage will take precedence. The main drivers will be staff health and well-being and staff satisfaction.
4. External and community usage of facilities will be pursued where they increase income that can be used to reinvest in student and staff usage, create significant opportunities for student development (e.g. coaching local teams), and do not conflict with student or staff access to facilities.

### 3.2 The University and the City of Bristol

The University of Bristol's roots date back to 1876. Since its formation it has become one of the leading institutions among the UK's Russell Group of universities and operates globally, where it is recognised for its research and academic excellence.

The University has a strong interdisciplinary approach and regularly features among the top ranking institutions in global league tables.

The University of Bristol's mission is '*to pursue and share knowledge and understanding, both for their own sake and to help individuals and society fulfil their potential*'. This is underpinned by a vision where the University of Bristol is an international powerhouse of learning, discovery and enterprise, whose excellence is acknowledged locally, nationally and globally, and that is:

- dedicated to academic achievement across a broad range of disciplines, and to continuous innovation and improvement
- research-intensive, supporting both individual scholarship and interdisciplinary or thematic research of the highest quality
- a centre for intellectually demanding, research-informed education that nurtures independence of mind and helps students achieve their personal goals and serve society's needs, both during and after their time here
- an inclusive and collaborative community of scholarship that attracts and retains people with outstanding talent and potential from all walks of life and all parts of the world
- a stimulating and supportive environment for all students and staff, distinguished by a commitment to high standards, respect for the individual and a strong sense of collegiality

- committed to operating in a sustainable manner
- engaged with society's interests, concerns, priorities and aspirations
- a major contributor culturally, environmentally and economically to Bristol and the South West
- well led and responsibly run, with an emphasis on consultative decision-making and open communication as well as personal responsibility and accountability

Key to Bristol's vision is a clear and consistent articulation of and dialogue with its many stakeholder and publics about the wide range of research carried out at the Institution and hence is often featured in many national and international media. It has a proud history of two way dialogue as part of its research activities and addresses the world's key challenges through an interdisciplinary approach.

The University also plays a lead role in the city of Bristol's cultural and economic well being and carries out an extensive programme of events and activities on behalf of the city, as well as being a keen supporter of partner organisations' activities.

For more information, please see <http://www.bris.ac.uk/university/>

### **3.3 The University's commitment to Equality and Diversity and a Positive Working Environment**

As a leading global institution we are keen to attract the most highly talented individuals from a diverse range of backgrounds. Further information on our commitment to equality and diversity can be found at: <http://www.bris.ac.uk/jobs/diversity.html>

The University's Positive Working Environment (PWE) agenda is an ongoing process with the aim of making working life at the University of Bristol productive, rewarding, enjoyable and healthy for all colleagues. To find out more about PWE please visit <http://www.bristol.ac.uk/pwe/>

## **4 APPLICATION PROCESS**

Please visit our web site at [www.bris.ac.uk/jobs](http://www.bris.ac.uk/jobs), enter the vacancy number SUPP102369 into the job search and follow the link to the on line application process.

**The closing date for applications is 20 June 2016.**

Further information on the University's application process can be found at: <http://www.bristol.ac.uk/jobs/application-process.html>

## **5 SELECTION PROCESS**

It is expected that the selection process, including interviews, will be held on 1 July 2016.