



Job Title: University Tennis Coordinator (*with responsibilities for a Student Workforce Programme*)

Job Purpose: As part of the TEAMBATH tennis programme the candidate will look to engage the student body in all aspects of the tennis industry. This role is a key driver in our ambition of being a world-class student development hub for tennis. The successful candidate will be delivering efficient, effective and economic services to all areas of the tennis programme. The candidate will work towards targets set by the Tennis Foundation (TF), Lawn Tennis Association (LTA) and the University of Bath. As part of the role they will link with the students union developing a volunteer recognition scheme. The aim being to engage with different departments and open and develop exit routes within the tennis industry.

Pay Grade: £10,000 + coaching hours (details TBC – dependent on successful candidates experience and qualification).

To apply please email your CV and a cover letter to Matt Smith by 3rd June - M.Smith2@bath.ac.uk

Key tasks: (AT)

Primary

1. To coordinate and lead a new Student Workforce Programme will offer a group of students work experience opportunities, qualifications and training in preparation for work within the industry.
2. Alongside the other University Tennis Coordinator (UTC) with responsibilities for the Tennis Club, support a group of student ambassadors to successfully develop the University tennis offer and student experience.
3. Work alongside the University Tennis Club committee to ensure clarity and consistency.

Secondary

1. Provide information on possible courses including umpires/officiating and primary/secondary school teachers training courses.
2. Support TeamBath Tennis coaching team on court when necessary.
3. Support the Head of Club Coaching with programme development and delivery.
4. Assist the competitions services and support TF/LTA in the development of new tournaments for students and any other specific groups.
5. Establish a clear volunteer recognition scheme and a series of continued professional development opportunities for the student body.

Health and Safety

- To undertake first aid treatment in the event of accidents/injury in respect of both staff and members of the public using the facility. This is a shared responsibility with the duty manager and sports supervisors.
- To ensure that the tennis facilities are maintained in clean, tidy and safe conditions at all times and that the facilities are available at the correct times.
- To keep regular checks on all tennis facilities and equipment to ensure repairs and hygiene are maintained and to report any mechanical defects.

General (or additional responsibilities)

- To assist the department in the planning and development of tennis events and special events using the tennis facilities. Assist in the running of open day's entertainment events, commercial and social activities/functions. To further liaise with other sports, building and maintaining good working relationships with aspects of the sports department.
- To assist the sales team and coaches with membership inquiries.

- To seize on opportunities to market the TeamBath Tennis brand and with it potentially gain new lines of income.
- To actively promote TeamBath tennis Customer Care policy. To carry out work in a responsive, helpful, approachable, professional, polite and flexible manner.
- Work within university core hours at the University (working from home permitted on occasions but subject to approval in advance from the Head of Club Coaching).
- Being a good team-player by carrying out some of the duties of other team members in the event of absence, illness or holidays.
- To undertake other discreet areas of responsibility and/or specific projects as may be required and agreed from time to time by the Head of Club Coaching and Director of Tennis.

Person Specification:

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessed by</i>		
			<i>CV</i>	<i>I</i>	<i>T</i>

Experience/Knowledge

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|---|---|---|--|--|--|
| ➤ Still in current education undergraduate or postgraduate | | Y | | | |
| ➤ Proven engagement with relevant national and regional organisations and initiatives (LTA/ITF) | | Y | | | |
| ➤ Experience of working within a multi-disciplinary sports environment | | Y | | | |
| ➤ Understanding of University sports clubs especially tennis | Y | | | | |
| ➤ Some coaching/teaching experience at any level | Y | | | | |
| ➤ Experience engaging volunteers | | Y | | | |
| ➤ Experience managing volunteers | | Y | | | |

Skills

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|--|---|--|--|--|--|
| ➤ Excellent communication skills (written and oral) and ability to work in a facilitative rather than instructional manner | Y | | | | |
| ➤ Ability to communicate effectively to a wide range of audiences | Y | | | | |
| ➤ Good presentation skills | Y | | | | |
| ➤ Good Information Technology skills with Microsoft office especially competent with excel/word/PowerPoint | Y | | | | |
| ➤ Good organisational and time management skills | Y | | | | |

Attributes

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| ➤ Personal Integrity and the ability to invoke trust and respect from others | Y | | | | |
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- A 'can do' attitude Y

Other Considerations

- An understanding and commitment to equal opportunities in sport with a commitment to working equitably Y
- Flexibility to work some irregular and unsocial hours as required outside normal office hours including evenings, weekends and bank holidays Y

Qualifications and training

- Advise on child protection issues and attend training events to keep up to date Y
- A degree in a sports related topic Y
- A coaching badge in any sport recognized UKCC 1-3 Y