



Job Title: University Tennis Coordinator (UTC)

Job Purpose: As part of the TEAMBATH tennis programme the candidate will support in delivering efficient, effective and economic services to all areas of the tennis programme. This primarily requires coordination, support and development of University/Community/School programmes. The candidate will work towards targets set by the Tennis Foundation (TF), Lawn Tennis Association (LTA) and the University of Bath. The role includes striving for targets such as increasing numbers of university students accessing regular coaching sessions, working with the university club to increase membership, work with satellite clubs to increase competition/general opportunities in tennis and numbers of students receiving umpires training. A main focus of the role will be to assist in the development of UKCC levels 1+2 at the university, general coach awards plus increasing numbers of students attending primary/secondary school teacher's courses.

Pay Grade: £10,000

Closing date: 3rd June

Interviews: mid-June (dates to be confirmed with shortlisted candidates)

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

Key Tasks:

1. Support the University Tennis Club chairman and committee with the development of tennis opportunities at Bath.
2. Support the other UTC and Ambassadors to engage with the wider student population to increase opportunities to participate.
3. In partnership with the University of Bath, key clubs and schools deliver a coaching programme with the objective of developing the tennis skills for juniors and increasing the physical activity levels of children from the locality.
4. Seek to increase levels of tennis coaching available to students at the University of Bath.
5. Support TeamBath coaching team on court when necessary.

6. Support Mini Tennis coordinator with planning and organisation of mini tennis both at the university of Bath tennis centre and in the community in conjunction where possible with key clubs.
7. Assist the competitions services and support TF/LTA in the development of new tournaments for students and any other specific groups
8. To assist the coaches and help organise fixture/calendars of TeamBath tennis teams. This is across a range of age groups and in conjunction with the LTA tournament structure.

Health and Safety

9. 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.
10. 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.
11. To keep regular checks on all tennis facilities and equipment to ensure repairs and hygiene are maintained and to report any mechanical defects.

General

12. 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.
13. To assist the sales team and coaches with membership inquiries.

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

Person Specification: TEAMBATH Tennis Coordinator

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessed by</i>		
			CV	I	T
Experience/Knowledge					
➤ 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					
➤ Some coaching/teaching experience at any level					
➤					
Skills					
➤ 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					
➤ Personal Integrity and the ability to invoke trust and respect from others	Y				
➤ 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		Y			
		Y			

and bank holidays

Qualifications and training

Y

- 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