

## London Disability Development Officer – 12 Month Fixed Term

<b>Responsible to</b>	South East Disability Tennis Development Manager
<b>Location</b>	A mobile role covering the London boroughs
<b>Salary</b>	£23,000 – £25,000, Dependant on experience, plus excellent benefits

### **About the role**

The Mission of the Tennis Foundation Disability Development Program is to inspire and engage more disabled people to be involved in tennis, whatever their ability and background. Providing opportunities for all and credible pathways for the most talented.

The role of the Disability Development Officer in supporting this Mission is to implement the disability tennis development strategy by engaging and building relationships with existing and new partners to: encourage more tennis facilities to deliver inclusive tennis programs and increase the number of disabled people playing tennis.

### **Key Accountabilities**

#### **Internal**

- South East & East Regional Disability Development Manager
- National Disability Development Manager
- Disability Development Co-ordinator
- LTA South East Participation team
- Other TF and LTA colleagues, in particular, the LTA/TF Communications and Education Teams

#### **External**

- London based Disability Sport Organisations
- Strategic regional partners e.g. Local representatives of Disability organisations e.g. EFDS, the National Children's Deaf Society, Down's Syndrome Association, Special Olympics.
- Local Authorities and London Sport (CSP)
- Managers and Coaches at tennis facilities (Places to Play)
- Private and public local funding partners
- County volunteers

### **Key Attributes**

#### **Disability Tennis**

- Build & develop local partnerships with wider disability and tennis communities on a local basis to influence greater participation of disabled people in tennis. This includes London Sport, Local Authorities, EFDS, NGB's and other local disability organisations.
- To support the Tennis Foundation grassroots disability development programme, according to strategy, specifically relating to designated Networks and their delivery against action plans and funding. This may involve

support on workforce development, recreational competition, action planning and administration of Network forums & meetings.

- To raise awareness of opportunities for disabled people to play tennis in London through areas such as; build and develop increased engagements with specific LTA Counties, increased borough engagement through 'GOGA' & 'Into Sport' programmes, build & develop relationships with London stakeholders and partners and deliver a light touch engagement with tennis venues.
- To increase disability community engagement at London based tennis events; disability community engagement for events such as the ITF Wheelchair Singles Masters, London Youth Games, BPA's National Paralympic day and the ATP Surbiton Trophy tournament.
- Provide support to the South East & East Regional Manager across grassroots disability development work; setting up the TF CPD courses, organising tutors & venues, minute taking at meetings, co-ordination support of planning & delivery relating to events/festivals and other such administrative duties with a high level of efficiency and customer service.

### General Requirements

- To be an ambassador for the vision of British tennis both internally and externally communicating and promoting the vision and direction of the LTA/ TF with passion.
- To build, manage and maintain strong inter-departmental relationships and communication with the TF and LTA and work in partnership with other team members.
- Provide cover for colleagues during holidays and absence, and, in a small team, be prepared to carry out any necessary task when required.
- Provide outstanding customer service to tennis stakeholders and visitors, responding quickly with true personal ownership and responsibility in a world-class working environment.
- Make suggestions to improve the working situation within own area of work and the organisation as a whole.
- Cooperate with measures introduced to ensure there is Equality of Opportunity.
- Comply with all aspects of the LTA's Health and Safety Policy (as adopted by the TF) and arrangements.

### Person Specification

*Previous Experience of:*

Experience and a good understanding of tennis/sports development and the organisational landscape of tennis/sport in the UK.	Essential
Knowledge of Local Authorities and their role in developing active lifestyles	Essential
Knowledge and understanding of the barriers and motivations that influence participation in sport by disabled people	Essential
Good organisational, time management and prioritisation skills, with evidence of developing and delivering plans to support operational objectives	Essential
Evidence of delivering through others through use of effective influencing, relationship building and negotiating skills.	Essential
Effective presentation and communication skills both verbally and in writing.	Essential
Experience of working flexibly (Including evenings/weekends/location as required), showing the ability to prioritise tasks to meet the changing needs of the business, pro-active.	Essential

*Knowledge, Training & Qualifications:*

Educated to a degree level, ideally Sports related	Desirable
Sports development experience	Desirable
Knowledge of disability sport	Essential

*Personal Attributes:*

<i>Open</i>	<ul style="list-style-type: none"> <li>• Ability to work as a team as well as on own initiative anticipating and proactive in solving important issues.</li> <li>• The ability to develop, maintain, and strengthen partnerships with others inside or outside the organisation (including stakeholders) who can provide information, assistance, and support</li> <li>• Proactively share information about work that may have a positive outcome on others</li> </ul>
<i>Courageous</i>	<ul style="list-style-type: none"> <li>• Excellent personal communication and presentational skills to quickly establish credibility and confidence with people at all levels with a high level of diplomacy and professionalism.</li> <li>• Strong organisation, prioritisation, team working and time-management skills.</li> <li>• Seek guidance to make well-informed decisions</li> </ul>
<i>Innovative</i>	<ul style="list-style-type: none"> <li>• A innovative self-starter that has the ability to make an impact from the start</li> <li>• Proactive approach to identifying ways to continuously improve working practices and team efficiency – the ability to work out a way of doing things quicker/smarter and to provide recommendations on business process improvements.</li> <li>• Have the confidence to try new things and seek inspiration and advice from fellow peers</li> </ul>
<i>Vibrant</i>	<ul style="list-style-type: none"> <li>• Recognise and champion success of self and others</li> <li>• A positive approach to all aspects of work</li> <li>• Inject enthusiasm into work and with the team</li> </ul>

- Interview dates will take place on 15<sup>th</sup> & 22<sup>nd</sup> March
- **Satisfactory enhanced DBS disclosure**