

THE POST

College/Service:	Campus Services
Post:	University Tennis Coordinator
Reference No:	P58777
Grade:	D
Reporting To:	Tennis Programme Manager

Job Description

An exciting opportunity has arisen to work for the prestigious University of Exeter at one of the leading University tennis institutions in the country. The University Tennis Coordinator will have a keen interest in developing student tennis participation and work closely with the University's tennis club to support workforce development. This role will be responsible for raising the profile of tennis at the University and supporting the student club coaching programme. You will also be responsible for building relationships within the University and other stakeholders to help support the workforce development aspect. This role will suit a part time postgraduate studying at Exeter University or a graduate wanting to work within all areas of tennis.

Main purpose of the job:

You will be instrumental in developing opportunities for students to develop as a coaching workforce and support the University's students gain tennis coaching qualifications through our LTA coach education centre. You will actively promote the tennis programme through the website, social media and other channels, including successes and team results. You will be responsible for building and developing relationships within the sports office and University to provide meaningful development opportunities for those interested in other pathways relating to sport.

Main duties and accountabilities:

- Increasing participation levels of students at University of Exeter
- Contribute to the development of a comprehensive student workforce development strategy that identifies, trains, deploys and continually develops aspiring students across a broad spectrum of coaching and volunteering roles within tennis.
- Identify and recruit students who may be interested in careers in tennis or developing skills through tennis
- Develop a robust system to monitor the effectiveness of the workforce development opportunities and have regular reviews and feedback from students
- To be actively involved in the coaching and building strong relationships with players.
- Assist in the organising of current events such as the BUCS Challenge event, British Tour and the student club championships.
- Work proactively to recruit good quality tennis players and potential 'tennis workforce' candidates to the University
- Be responsible for the publicity and raising the profile of tennis at the University
- Support the recruitment of new students at open days and at welcome week events
- Support the University's termly coaching programme and holiday camps where requested
- Represent the University of Exeter at specific events and UTC training
- Support the University with its outreach programmes and promotional days

Special conditions:

It may be necessary to work outside normal office hours including some work in the evenings and at weekends.

Staff may be expected to work with young people in which case a satisfactory disclosure statement will be required (see www.disclosure.gov.uk) for more details.

Person Specification

Attributes	Essential Requirements	Highly Desirable Requirements
Attainments/ Qualifications	<ul style="list-style-type: none"> - Minimum of LTA level 1 or 2 - UK Driving Licence - Educated to degree level 	<ul style="list-style-type: none"> - Part time postgraduate degree at University of Exeter - Desire to attain Level 3 coaching qualification - Competition organiser
Skills & Understanding	<ul style="list-style-type: none"> - Working as part of a team - Good organisational skills - Good communication skills - Flexible approach to work and able to work evenings and weekends - Good verbal and written communication skills 	<ul style="list-style-type: none"> - IT literate - A good knowledge of the structure of tennis in the UK. - Basic understating of sports development
Prior Experience	<ul style="list-style-type: none"> - University tennis in the UK - On court tennis coaching / assisting 	<ul style="list-style-type: none"> - Played in BUCS tennis leagues - Have experience of organising and refereeing tournaments and events
Behavioural Characteristics	<ul style="list-style-type: none"> - Friendly and approachable - Motivated and enthusiastic - Excellent time management - Team player - Adaptable - Professional 	<ul style="list-style-type: none"> - Good attention to detail - Ambitious

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.