

**JOB TITLE:** FE & EDUCATION PROJECTS MANAGER  
TENNIS FOUNDATION

**RESPONSIBLE TO:** HEAD OF EDUCATION

**LOCATION:** THE NATIONAL TENNIS CENTRE, LONDON, SW15

**SALARY:** circa £35k pa plus excellent benefits

## Overall Purpose of the Role

As part of The Tennis Foundation's Tennis in Education Strategy, lead and further develop the successful Further Education Tennis programme and provide support in managing other projects across the Education Team (Schools, FE & HE).

## Key Attributes

### Further Education Tennis:

- Lead on our work with The Regional and Home Country Teams to create and develop an effective annual planning and review process for the Further Education Tennis programme, moving towards a 'depth', rather than 'breadth' approach.
- Lead on the Tennis Foundation's relationship with AOC Sport (and Sport England, as appropriate), as our lead sector stakeholder for the Further Education Tennis programme, regularly engaging with colleagues across the organisation at all levels.
- Lead our work with AOC Sport and various awarding bodies to further develop our range of resources to support sport study programmes, ensuring they are fit for purpose and meet the needs of the latest frameworks.
- Work with The LTA Participation Team to further develop an innovative and fit for purpose offering for enrichment programmes, helping more students play tennis in colleges.
- Work with The LTA Competitions Team to further develop the Further Education Tennis competitive programme, with a particular focus on informal recreational competition and supporting the AOC Sport National Championships.
- To lead on our work with an external, expert agency to undertake an annual impact study of the Further Education Tennis programme, to demonstrate impact and return on investment, as well as leading on all other aspects of monitoring and evaluation.

### Project Management:

- Manage our relationship with The Youth Sport Trust as the delivery partner for our Beyond The Baseline programme, ensuring the programme continues to develop and grow.
- Manage the development of the Tennis Foundation's new Early Years Tennis programme from pilot phase to a scaled-up live programme, working with expert industry partners.

- Liaising with The Higher Education Manager, manage the Student Tennis Ambassador Network project, ensuring it develops and scales up effectively from the 2015/16 pilot into 2016/17 and beyond.
- Coordinate British Tennis' involvement with the annual Youth Sport Trust National Talent Camp, liaising with the LTA Competitions, Coaching & Performance Teams to act as a single point of contact. In addition, act as the Education Team lead for British Tennis' involvement in The Sainsbury's School Games, supporting the single point of contact lead for the event in the Wheelchair Tennis Team.
- Manage additional projects across the Education Team, as and when required.

## Person Specification

### Qualifications

- Satisfactory DBS disclosure

### Previous Experience & Personal Attributes

- Experience within and knowledge of sport within the education sector in Great Britain.
- Knowledge of current school sport and wider education policy across Great Britain.
- A record of accomplishment in managing successful programmes.
- A demonstrated capacity to work both independently and collaboratively
- Outstanding analytical and critical thinking skills
- Proven communication skills in both written and oral formats
- Excellent interpersonal skills, including the ability to communicate effectively and professionally with executive staff and board members and to build productive relationships with all donors, sponsors and other organisation partners
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Highly developed organisational and administrative skills, and the competency to manage multiple tasks simultaneously
- Excellent project management skills and a proven record managing successful projects from start to finish.
- Professional demeanour
- Strong work ethic, enthusiasm and confidence
- A keen interest in the mission of the Tennis Foundation.