

University Tennis Co-ordinator – Reading University

Post Title:	University Tennis Co-ordinator
Grade:	£10,000 bursary 2017-18
Faculty/Department:	SportsPark
Reports to:	Iain Akhurst, Director of Sport & Recreation
Responsible for:	Other tennis coaches and tennis volunteers

Job description

A new and exciting opportunity has arisen for a highly motivated and pro-active individual to combine their postgraduate study with driving student tennis participation at the University. This position coincides with the opening of 3 new indoor courts in September which will significantly enhance the opportunities for year-round participation.

Purpose

The University Tennis Co-ordinator will be responsible for increasing the participation of tennis at the University of Reading

Main duties and responsibilities

- Increasing participation levels of students thorough the setting-up of taster sessions, regular coaching, club nights and competitions.
- To be actively involved in coaching in student players at all levels
- To encourage student players of all abilities to participate in the SportsPark Tennis Centre
- To support the development of the University of Reading team players in BUCS
- To work in partnership with Gary Drake Tennis (GDT) in developing the SportsPark Tennis Centre
- Develop tennis volunteering opportunities for students
- To liaise with the SportsPark to ensure the effective management, including Health and Safety, of the student tennis programme.

Supervision received

Guidance and support will be given by the Director of Sport & Recreation. The post holder will work closely with RUSU student services manager and GDT head coach. Support is also provided by the Tennis Foundation through initial training at the National Tennis Centre in Roehampton as well as ongoing monitoring of targets and training opportunities.

Supervision given

The post holder will be responsible for coaches and volunteers delivering the student tennis programme.

Contact

The will be regular contact with the SportsPark, RUSU, GDT and the Tennis Foundation.

Terms and conditions

It is anticipated the University Tennis Co-ordinator will work 20-25 hours per week on a year round basis. The contract is fixed term for two years.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Person Specification

Job Title:	University Tennis Co-ordinator	School/Department:	SportsPark
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Criteria	Essential	Desirable
Skills Required .	<ul style="list-style-type: none"> • Self-motivated and able to use initiative • Inspiring communicator • Good organisation and administrative skills • Able to work as part of a coaching team • IT literate 	
Attainment	<ul style="list-style-type: none"> • LTA level 2 licensed coach 	
Knowledge	<ul style="list-style-type: none"> • Good knowledge of tennis development 	<ul style="list-style-type: none"> • Good knowledge of the structure of tennis
Relevant Experience	<ul style="list-style-type: none"> • Experience of tennis coaching • Organising a tennis coaching programme 	<ul style="list-style-type: none"> • Organising and refereeing tournaments and events
Disposition Detail any specific personal attributes which are required to carry out the duties of the post. Take particular care not to discriminate.	<ul style="list-style-type: none"> • Friendly and approachable manner • Enthusiastic 	
Other Detail any specific requirements not covered by the above.	<ul style="list-style-type: none"> • A flexible approach to work, including working in the evenings and at weekends 	

Application Process and Details	<p>For further information please contact Iain Akhurst – Director of Sport and Recreation. Tel: +44 (0)118 378 8799</p> <p>To apply, please send your CV and a covering letter to Iain Akhurst – Email: i.a.akhurst@reading.ac.uk</p>
Closing Date	<p>Friday 23rd June 2017</p> <p>Interviews will take place in early July</p>