

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (eg. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 3 September 2017

Produced by:
Resourcing Team
Human Resources
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University of Essex Campus Services Limited (UECS) is a wholly owned company of the University of Essex. Please note that this post is being advertised by the University on behalf of UECS and some aspects of the information provided on the University recruitment website will not apply to this appointment. The Terms of Appointment relating to this post are published on the website alongside this document.

Data Protection: UECS shares recruitment data with the University of Essex who provide human resources services.

JOB DESCRIPTION – Job ref (REQ00877)

Job Title and Grade:	Tennis Head Coach UECS Grade E
Contract:	Fixed-term for 1 year due to external funding, with possibility for extension or role being made permanent.
Hours:	17 hours a week (contracted), with opportunity for up to 10 additional hours paid work coaching individually. Weekend work will be required.
Salary:	£24,183 - £27,198 per annum, pro-rata
Department/Section:	Essex Sport
Responsible to:	Director of Sport
Reports on a day to day basis to:	Sports Development Manager
Responsible for:	LTA Ambassadors and Tennis Coaches
Purpose of job:	As part of the Essex Sport Tennis Programme, the candidate will coordinate deliver and develop a year-round tennis programme to students, staff, juniors and the wider community, supporting the growth of new juniors and adults into tennis. The candidate will also provide tennis expertise and coaching to our BUCS student clubs, manage and develop excellent relations with the LTA, provide internal coaching pathways for students and maximise participation in line with Essex Sport business objectives.

Duties of the Post:

The main duties of the post will include:

1. To lead the coaching and assist in the delivery of the Essex Sport Tennis programme, coaching sessions for a minimum of 8 hours a week when required to ensure the highest quality of coaching and service delivery is maintained.
2. Increase participation levels of students and staff through the planning and delivery of Essex Sport products and LTA initiatives such as Adult Courses, Cardio Tennis, Touch Tennis, Team Challenge and other recreational opportunities.
3. Develop opportunities for students to play semi-competitive and intramural tennis.
4. Develop a coach education, volunteer and training programme for students and staff.
5. Provide coaching expertise and support to the University of Essex Tennis Club, assisting the Student Union in BUCS participation. This includes supporting the University Tennis Club president and committee with the development of tennis.
6. Generate income through structured tennis programme for juniors and one-on-one coaching linked to internal and external communities and a schools outreach programme.

7. Liaise and develop strong working relationships with the Sport Centre, Students' Union, Local Community Clubs, Lawn Tennis Association (LTA), Active Essex, Local Authorities and internal University departments to support tennis programmers and initiatives.
8. To support the Sports Development Manager to produce a termly report on tennis programme performance and system for monitoring participation, competition and retention.
9. Liaise and develop strong working relationships with the Sport Centre, Students' Union, Essex Blades Sport Clubs, Local Community Clubs, Lawn Tennis Association (LTA), Active Essex, Local Authorities and internal University departments to support tennis programmers and initiatives.
10. To establish a successful outreach programme developing and servicing local partnerships within the community, particularly schools, clubs and educational establishments.
11. To recruit, manage, mentor and monitor the performance of licensed coaches, LTA Ambassadors and volunteers within the programme.
12. To be responsible for customer service standards for tennis, customer communication and colleague education, ensuring product knowledge and service excellence is delivered across all communication channels.
13. In collaboration with the UECS Marketing team, assist in promotion and marketing of the tennis programme.
14. To undertake other discreet areas of responsibility and/or specific projects as may be required and agreed from time to time by the Sports Development Manager

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

August 2017

PERSON SPECIFICATION

JOB TITLE: Tennis Head Coach

Qualifications /Training

	Essential	Desirable
▪ Lawn Tennis Association (LTA) Level 2 qualification or equivalent, with ambition to work towards their Level 3.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Degree in sport, leisure or a related discipline or appropriate/equivalent and transferable career experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• First Aid Qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ An understanding of the principles of sports development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of the HE sector and the roles of national, regional and local organisations in Tennis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An understanding of coaching styles and practical delivery methods	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good financial knowledge and awareness related to tennis programme delivery	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Coaching/assisting experience within a tennis club environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to lead and inspire others	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to research, develop, create and implement sport delivery and development plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Excellent organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent time management and prioritisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Flexible approach to work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good oral and written communication skills with a friendly and approachable manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Strong interpersonal and management skills and a leadership style which can combine partnership working with effective implementation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to support and mentor coaches and volunteers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Excellent Customer Service Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work without close supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good ICT skills (Word, Excel etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Desire to develop their own coaching ability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Willing to travel to our partner schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Valid UK Driving Licence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Ability to work irregular and unsocial hours as required outside normal office hours including evenings, weekends and bank holidays.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

University of Essex Campus Services Limited

Additional Information

Essex Sport

You can find more information about the Essex Sport at the following link - <http://www.essex.ac.uk/sport>

General information

The contracted hours per week will usually be split evenly over the week, but may change due to coaching need

Informal enquiries may be made to <Shaun Conlon>, <Sports Development Officer> (telephone: 01206 3392 e-mail: sconlon@essex.ac.uk). However, all applications must be made online.

Benefits

<ul style="list-style-type: none"> • competitive salaries 	<ul style="list-style-type: none"> • training and development
<ul style="list-style-type: none"> • childcare facilities/vouchers 	<ul style="list-style-type: none"> • generous holiday scheme

Campus Services will focus on 5 core principles:

1. To develop and operate the commercial facilities at the University of Essex with the highest standards of customer care and value for money to enhance the student and staff experience.
2. To collaborate with Academic Departments and Professional Services.
3. To engage actively with the local and regional community to further the reputation of the University of Essex.
4. To champion a team culture with succession planning and remuneration firmly anchored on performance.
5. To deliver annual growth in surplus for the University of Essex.

Campus Services

Created in 2010, the Campus Services directorate brings together existing staff and student commercial services, with a combined turnover of £21m and total staff of over 230 full-time equivalents. Services delivered under the Campus Services umbrella are critical to enabling the University to deliver the objectives in its strategic plan – improving the student experience, facilitating growth and improving the financial performance of the University.

Some business units within Campus Services – Event Essex, Print Essex and Wivenhoe Park Day Nursery – are part of University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex.

Accommodation Essex

Accommodation Essex contributes to a positive student experience by providing a safe and supported environment in which students can develop personally and academically. The University of Essex



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offers a wide range of accommodation suited to a variety of needs all within walking distance of the academic departments and campus facilities at both Southend and Colchester campuses.

You can find more information about the department at the following link

<http://www.essex.ac.uk/accommodation/>

Essex Sport

The Colchester Campus Sports Centre offers excellent indoor and outdoor facilities including the £1.4 million Evolve gym and fitness rooms. At the Southend Campus there is the Evolve Gym and a wide range of opportunities to participate in sport, exercise and health at great value for students, staff and the local community.

Wivenhoe House Hotel

Wivenhoe House is a four star country house hotel, set in parkland on campus. It is also home to the Edge Hotel School.

Essex Food

Through their many catering outlets and delivered hospitality service, Essex Food provides a professional and courteous customer led service to students, staff and visitors. The promotion of a nutritious, and value for money hospitality service, together with respect and dignity for customers and staff are the cornerstones of their business.

Event Essex

Event Essex promotes the vast range of University of Essex conference, meeting and event venues in Colchester and Southend to businesses and public sector organisations locally, regionally and nationally. The dedicated team offers an expert event planning and co-ordination service.

Print Essex

Print Essex provides a high quality design, copy and print service at competitive prices to all users, both on and off campus.

Wivenhoe Park Day Nursery

Set in the peaceful surroundings of Wivenhoe Park, the purpose built Wivenhoe Park Day Nursery offers outstanding day care to children from 3 months to 5 years, as well as holiday clubs for children from 5-11 years. Places are open to all, including the public.

everythingEssex

In 2011, Campus Services began co-ordinating official University of Essex merchandise and gifts. This exciting project included product development and improving routes to market. Merchandise is available on the **everything Essex** outlet at the Colchester campus or on-line at <http://www.essex.ac.uk/everythingessex/>

Further information on Campus Services can be found via www.essex.ac.uk/uecs.

University of Essex Campus Services Limited

The successful candidate will be employed by University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex. The company was established to manage the commercial operations at the University of Essex. The terms of employment for this role are specific to University of Essex Campus Services Ltd.



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No Smoking Policy

University of Essex Campus Services Limited has a No Smoking policy.

The University of Essex – a profile

The University of Essex was founded in 1964 when it opened its doors to a cohort of just 122 students. Since then, we have grown in both reputation and size. There are now more than 10,000 students studying at three campuses - in Colchester, Southend and Loughton (East 15 Acting School). All academic activity is organised into four faculties – Humanities, Science and Health and Social Sciences.