ABOUT LOUGHBOROUGH UNIVERSITY
SPORTS DEVELOPMENT CENTRE

TEennis Coach Educator & Performance Coach

Fixed term until 31 December 2017

Ref: REQ15876

November 2015

As part of the University’s ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

JOB DESCRIPTION

Job Grade: Management & Specialist Grade 6 (MA6)

Job Purpose:
To devise, implement, lead and deliver a Loughborough Sport Tennis student coach education and development strategy.

To lead, plan and implement a coaching programme for the University performance tennis squad and support sustained development of the Loughborough Students Tennis Club.

Loughborough Sport Tennis Vision:
As a result of an exciting partnership between, the LTA, the Tennis Foundation and Loughborough Sport we are now developing a vision for tennis which delivers:

- A vibrant tennis centre delivering a high quality tennis experience
- A world leading tennis workforce development centre
- Unrivalled best practice examples in all core elements of the tennis industry

Main Duties and Responsibilities:

The role will encompass several key areas of tennis at Loughborough Sport and the role holder will be expected to:

Tennis Coach Educator
To work with the Tennis Programme Director, LTA & TF and in conjunction with the ‘Coach and Volunteer Academy’ staff to:

- Develop a comprehensive coach education & development strategy that identifies, trains, deploys and continually develops aspiring students in all aspects of tennis industry including coaching.
- Identify and provide meaningful and developmental coaching opportunities for those involved in the tennis coaching pathway both internally and externally in the local community, regionally and nationally.
- Identify and deliver relevant tennis coaching courses where appropriate
- Identify meaningful volunteering opportunities within all facets of tennis (e.g. umpiring & officiating, event management, media and marketing, team management, facility operations)
- Work with the TPD to develop Tennis Programme aims and values; be proactive and show willingness to go the extra mile in team building in order to achieve these shared values.

**Tennis Performance Programme**

- Develop and manage an effective coaching programme and have responsibility for the delivery of the performance programme so that they can compete successfully within all student (BUCS) competition [team and individual]. During term time this includes twice daily coaching sessions and attendance at both home and away BUCS fixtures. It also encompasses the development of appropriate annual training programmes, covering pre-season as well as competitive season programmes.
- Assist performance squad members in devising an appropriate individual calendar of non-student competition such as the British Tour or Aegon Pro Series.
- Where necessary recruit, direct and manage the additional assistant coaching staff required for the effective coaching and development of the Loughborough Tennis Programme.
- Co-ordinate and drive the delivery of support services (sports science, sports medicine and strength and conditioning) to the performance squad where available.
- Work with the TPD to develop a recruitment plan/pathway to recruit good quality tennis players and student workforce to Loughborough University and, where appropriate, to Loughborough University accredited courses at Loughborough College.
- Proactively and regularly promote the Loughborough performance tennis programme through the website, social media and other channels, including successes and team results.
In conjunction with the Education & Development Manager, ensure performance squad members are aware of and have access to academic support, personal development opportunities and pastoral care, including performance sport mentoring and specialised University study and personal support services. Develop a code of conduct and behaviour standards for the squad.

In line with performance sport criteria, identify potential sports scholars (e.g. Loughborough Student Sport Foundation, Talented Athlete Scholarship Scheme) and assist in managing the scholarship funding for individual performers.

Develop a robust system to monitor the effectiveness of the performance tennis programme, including regular reviews and feedback from players.

Work with the TPD to collaborate with and advise the Loughborough Student Tennis Club on the creation of an effective coaching structure for the club as a whole. Liaise with the LSU club on progression routes from the club to the performance squad as appropriate.

**Budgetary Responsibilities**
- Prepare, manage and monitor budgets for the performance squad, supported by the Tennis Programme Director.
- Participate in the development of income generating activities that can financially support the performance squad.

**Public Relations**
- Work with other SDC staff to promote the profile of tennis at Loughborough University.
  - This may include activities such as:
    - providing regular information for use on SDC or AU websites, social media and other promotional publications
    - supporting club sponsors events

**General Requirements**
- Work within the Performance Sport Charter (see below) and actively promote the mission and values
- Keep up to date with developments in tennis coaching, athlete development and workforce development within the tennis industry
- Contribute to the sharing of coaching ideas and skills within the high performance educational forums available on campus.
• Actively work to promote Loughborough University sport and tennis at Loughborough.

**Responsible to:** Tennis Programme Director (TPD)
Dotted line management to the Performance Strategic Manager

**Special Conditions**
It is recognised that coaches working at this level will often have links with representative squads. This is seen as advantageous as long as it does not interfere with the work as defined.

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

Coaches may be expected to work with young people in which case a satisfactory disclosure statement will be required, (see [www.disclosure.gov.uk](http://www.disclosure.gov.uk)) for more details.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at [http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html](http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html). We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: [http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html](http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html). In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see [http://www.lboro.ac.uk/services/hr/athena-swan/](http://www.lboro.ac.uk/services/hr/athena-swan/)
# PERSON SPECIFICATION

**Job Title:** Tennis Coach Educator & Performance Coach  
**Job Grade:** Management & Specialist Grade 6 (MA6)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
<th>Stage to be Assessed</th>
</tr>
</thead>
</table>
| **Experience**          | Experience of coaching high level tennis players and/or talented young tennis players.  
<pre><code>                      | Proven experience in the development of long-term coaching programmes.    | Experience of University Tennis.                                           | 1, 3                 |
</code></pre>
<p>|                         | Experience of developing coaches and volunteers                           | Previous experience of using Microsoft Office (Word, Excel, Access and PowerPoint). | 1, 3                 |
|                         | Experience of different delivery models of Coach Education                | Experience of developing student coaches and volunteers                    | 1, 2, 3              |
|                         | Experience of mentoring coaches through the LTA Coaching Pathway           |                                                                           | 1, 3                 |
|                         | Experience of assessing coaches on Coach Qualification courses            |                                                                           | 1, 3                 |
| <strong>Skills and Abilities</strong>| Proven tennis coaching ability.                                            |                                                                           | 1, 2, 3              |
|                         | Proven ability and success of working as part of a team to achieve organisational objectives. |                                                                           | 1, 3                 |
|                         | The ability to lead, develop and motivate staff to progress as tennis coaches at all levels |                                                                           | 1, 3                 |
|                         | Excellent communication, athlete management and motivation skills.        |                                                                           | 1, 3                 |
|                         | Good budget management, organisational and time-management and skills.    |                                                                           | 1, 3                 |
|                         | IT skills necessary for analysis, report writing and general communication. |                                                                           | 1, 3                 |</p>
<table>
<thead>
<tr>
<th>Training</th>
<th>Willingness to update First Aid and Health and Safety requirements for tennis and work towards more advanced coaching awards and qualifications. Evidence of having undertaken further training.</th>
<th>1,3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education &amp; Qualifications</td>
<td>Current and valid LTA licence LTA Level 4 qualification LTA CTS - Certificate in Tutoring Skills</td>
<td>Sport related degree or equivalent experience. LTA level 5 qualification</td>
</tr>
<tr>
<td>Equality &amp; Diversity</td>
<td>A commitment to equality and diversity with the ability to role model, adhere to and advocate the University's Equality and Diversity Policy.</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td>A passion for sport. In depth knowledge of the tennis coaching industry, current coaching and training processes and related roles In depth knowledge of the Lawn Tennis Association and the Tennis Foundation developments and issues. Adherence to the Loughborough University ‘Clean Sport’ Commitment Statement. Willingness to work irregular hours as necessary. To provide a satisfactory CRB Enhanced Disclosure Statement if required. To observe the University’s Equal Opportunities policy at all times.</td>
<td>1, 3</td>
</tr>
</tbody>
</table>

**Stages in assessment**

1 = application form at short listing, 2 = selection test – i.e. presentation, in-tray exercise, data analysis, 3 = interview
Conditions of Service

The appointment will be on a **full time, fixed term** contract. Salary is **Management and Specialist Grade 6 £28,982 - £37,768 per annum (Salary may be negotiable for a suitably qualified & experienced candidate)**. Starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for **Academic and Related** staff, details of which can be found at:

http://www.lboro.ac.uk/media/wwwlboroacuk/content/humanresources/downloads/acadrelatedcos_v1.pdf

**Informal Enquiries**

Informal enquiries should be made to **Helen Reesby**, Tennis Programme Director, by email at: H.Reesby@lboro.ac.uk or by telephone on: +44 (0)1509 226243.

**Application**

The closing date for receipt of applications is **Sunday 3rd January 2016**.

**Interviews will be held on Friday 15th January 2016.**