

Loughborough University National Tennis Academy Programme Coordinator

Job Ref: REQ221695

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

Loughborough University National Tennis Academy (LUNTA) - About the Programme

LUNTA is a transformational environment for elite junior international tennis players, targeted at developing a greater number of British professional players inside the senior top 100 in both the Men's and Women's game. The individualised, pro-style, interdisciplinary training environment tailored specifically to prepare players for the demands of professional tennis supports players between the ages of 14-18 years old (as young as 11 in exceptional circumstances). From August 2024, LUNTA will become Great Britain's only National Tennis Academy for elite junior British tennis players, supporting up to 24 players in pursuit of tennis and academic excellence.

Our philosophy is centred around providing accelerated progress and where whole chapters of development can be turned, as well as pages. Our mission is to develop Great People, Great Performers and Great Tennis Players, through high player-care and valuing the pursuit of excellence. We are a National Tennis Academy aimed at taking players on their journey to the top of U18 International Tennis and supporting their progress beyond through a quality academic experience, coaching excellence, leading performance support and unrivalled training and competition programmes.

Job Grade:

Administrative Services Grade 4

Job Purpose

Responsible for supporting the organisation and development of the overall LUNTA programme performance operation. The role will primarily focus on logistics, organisation, and administration of LUNTA's training and competition schedule, but other supportive roles are included below.

KEY TASKS

With daily input and mentoring from all LUNTA staff including Coaches, Performance Support Staff and Senior Management Team (SMT), the LUNTA Programme Coordinator will be expected to:

- Support in the development of individualised weekly player training schedules whilst LUNTA players train at base at Loughborough University. This includes:
 - Working with LUNTA Coaching Staff to ensure appropriate balance of training time on-court, both in individual and group training sessions. This includes working with Facilities, LUNTA and Loughborough University Tennis Programme staff to book and coordinate appropriate court time
 - Working with key Performance Support staff to ensure that the appropriate amount and content is provided for LUNTA players whilst training at base. This scheduled time for Sports Science and Medicine disciplines of physical, medical, psychology, performance lifestyle and nutrition will be relevant to player Individual Development Plans (IDPs)
 - Working with the LUNTA Head of Player Care to ensure that all school activity including classroom-based group lessons, individual tutoring, meals and player appointments are included in their weekly schedule and are appropriate to the player's academic performance and wellbeing
 - Working with players and parents to ensure all personal time commitments are visible in a player's weekly training schedule
 - Working with LUNTA's transport provider to ensure that all transport is booked for the week ahead

- Communication of weekly training schedules to players, staff and parents, with the overall goal that all parties should have awareness of their schedule at all times
- Support in the development of individualised tournament and training plan for LUNTA players. This includes:
 - Working with LUNTA Coaching Staff to ensure that each player has their own individualised tournament plan, and that this plan is shared by coaches to the staff team at least 2-3 months in advance. This includes regular communication with coaches when changes to this plan occur
 - Working with LUNTA Academy Manager/Head of Performance Support to ensure that individualised tournament plan can be operationally delivered and is financially viable according to the budget
 - Ensuring that all Academy staff always have awareness of player whereabouts
 - Ensuring that all trips appropriately staffed, with respect to both high standards of safeguarding practice whilst giving the best opportunity for peak player performance
 - Communicating to parents on player whereabouts and coordinating individual player personal commitments around tournaments and travel
 - Working with and communicating to the LUNTA Administrator to support booking appropriate transportation, accommodation, and travel arrangements for both domestic and international LUNTA trips
 - Supporting both travelling staff and the LUNTA Administrator in researching upcoming trips to tournaments to give the opportunity for peak performance. This includes but not exclusive to assessing accommodation quality, facility access (e.g. courts, gym, medical provision), and access to high quality nutrition options

Although the primary focus for this role is supporting the training and competition schedule for LUNTA players, there will be other tasks concerning LUNTA's operation that the LUNTA Programme Coordinator will be involved in. These include but are not exclusive to:

- Support the LUNTA SMT in the development of a number of Academy processes and task. To include:
 - Assist the Academy Manager/Head of Performance Support in the development of externally facing material to help promote LUNTA to prospective players (e.g. website, marketing material, media communications)
 - Assist and support coordination of LUNTA Open Days to aid player recruitment into the Academy. This will include liaising with key stakeholders (prospective players and parents of, LUNTA Staff, Facilities Team) to ensure smooth running of these days to promote LUNTA and give prospective players the opportunity to see LUNTA in it's best light
- Support the LUNTA staff team in a number of key performance processes, to include:
 - Alongside the Head of Player Care and Academy Manager/Head of Performance Support, coordinate the LUNTA Annual Plan to include all key dates relevant to players, staff and parents (e.g. school term dates, key LUNTA player/parent meetings, timelines for recruitment and player renewal). This includes regularly updating and communicating this plan to LUNTA staff
 - Administration of player IDPs including helping coaches to format plans appropriately, communicate to parents and players, and organise time to discuss plans with parents
 - Support internal Player Review meetings by note taking, collating actions and communicating with staff

General Requirements

- There is an opportunity with this role to travel to both domestic and international tournaments and, with other members of the LUNTA staff team
- Actively work to promote the work of LUNTA, Loughborough Sport, and the University as a whole.
- To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
- To ensure compliance with relevant University policies and procedures.
- To undertake any training and development deemed appropriate for the position by the relevant line manager.

Special Conditions

It is desirable for the post holder to spend most of their time in the office during the week.

It will be necessary to work outside normal 9-5 working hours, including work in the evening and at weekends, at times.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the LUNTA Academy Manager/Head of Performance Support.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Previous relevant experience of coordinating a sports programme.	1,2,3
	Previous experience of working as part of a team.	1,3
	Previous experience of working in an office environment.	1,2,3
Skills & abilities	Excellent communication and interpersonal skills.	1,2,3
	Excellent organisational and time management skills.	1,2,3
	Ability to multi-task in an open plan office environment.	1,2,3
	Ability to work cooperatively, flexibly and to meet deadlines.	3
	IT skills necessary for general communication and basic report writing.	1,2,3
Qualifications	Educated to A Level or equivalent experience.	1,3
Training	Willingness to learn and improve experience in some of the following: Website Design	1,3
Other	Willingness to work irregular hours as necessary.	3
	To observe the University's Equal Opportunities policy, H&S policy and SDC's anti-doping policy.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of using Microsoft Office (Word, Excel, Access and PowerPoint).	1,2,3
	Previous experience working in a sport in higher education environment.	1,3
	Knowledge of the sport of tennis	
	Experience of working in a high-performance environment	1,2,3
	Sports Marketing & PR experience.	1,3
Skills & abilities	Presentation / layout / design skills.	1,2,3
Qualifications	Sport related degree	1,3

Conditions of Service

The position is full-time and open-ended, subject to external funding. The role will be offered on a 1.0 FTE basis (37 hours per week) and the post holder will need to be prepared to work outside office hours on occasion. Salary will be on Administrative Services Grade 4 (£22,149 - £25,462) per annum, at a 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 Operational and Administrative staff, details of which can be found [here](#).

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>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a child-care voucher scheme (further details are available at: <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/>

Applications

The closing date for receipt of applications is Friday 3rd February 2023, with interviews taking place on week commencing 20th February 2023, specific days TBC.