

## University Tennis Co-ordinator

Job Ref: REQ230561

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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

Administrative Services Grade 4

#### Job Purpose

To support the development and implementation of the Loughborough University Tennis vision that delivers innovation, inclusivity, and quality in all aspects of tennis participation and workforce development.

#### Key Tasks:

**To work with and assist** the Loughborough Sport Tennis Team, the Coach and Volunteer Academy (CVA), The Sports Development Centre (SDC) and the Lawn Tennis Association (LTA) to:

- Identify, train, deploy and continually develop students across coaching and volunteering roles that creates the capacity to support all aspects of tennis both internally and externally.
- Support the coordination and implementation of a range of student based tennis programmes that increases engagement within the tennis participation pathway.
- Create and maintain accurate records and reports of tennis participation and workforce development data, insights, and impact.
- Contribute to the design and delivery of a targeted communications plan, including marketing and promotional materials, social media, and website.

#### Duties and Responsibilities:

#### Participation Pathway:

- To work with the Recreational Sport, Intra Mural Sport, Social Sport and Athletic Union staff to create, coordinate and deliver participation opportunities for students within tennis.
- To support, coordinate and deliver tennis activities and events, including booking facilities, scheduling and deployment of coaches and ensuring equipment is available.
- To assist in investigating and identifying potential opportunities that will meet the needs of students and grow student participation levels in tennis.
- To keep accurate records of participation and impact of the tennis programme.

### **Workforce Development (In conjunction with the Coach and Volunteer Academy CVA):**

- To support the recruitment, development, and deployment of the Level 1,2 and 3 (Assistant, Instructor and Coach) student coaches.
- To work with The Coach Lab (LTA Coach Development Centre for Leicestershire) to facilitate coaching courses for students.
- To meet regularly with student coaches and volunteers, keeping them up to date on developments and providing them with two-way feedback opportunities and continuous professional development opportunities through the delivery of training programmes.
- To ensure student coaches and volunteers log their hours on the CVA Portal and keep accurate records of activity in the tennis programmes.
- To assist with the measurement and evaluation of student tennis coaches and volunteers and the quality of the experience they are providing.
- To oversee the 'Loughborough University Affiliated Student Tennis Coach' programme which allows eligible student coaches to coach private sessions within the tennis centre.
- To assist with the creation and management of external partnerships that offer deployment & employment opportunities for student coaches and volunteers.
- To support the creation and development of a Wheelchair Tennis Hub at Loughborough University.

### **Other:**

- To attend regular meetings with the Tennis Team, Performance and Development Team, LTA and other key University personnel and external agencies, and to contribute appropriately
- To assist with the delivery and evaluation of marketing and promotional materials and social marketing campaigns that engage with new coaches, volunteers, participants, and target groups
- To carry out any other duties commensurate with the grade, that may be reasonably requested

### **General Administration:**

- To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing primarily with students and academic staff, but will also include external organisations and parents.
- To undertake general clerical duties such as photocopying, filing, binding and laminating of documents.
- 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 line manager.

### **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## **Special Conditions**

This post is offered as a fixed term contract for 3 years until 30/09/2026.

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.

It will be necessary, on occasions, to work outside normal working hours including some work in the evenings, weekends and on Bank Holidays and University Closure Days.

The post holder may be required to provide a satisfactory disclosure statement (see <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>) for more details.

## **Organisational Responsibility**

Reports to the Head of Sport Workforce Development

## 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	Experience of working as part of a team.	1,3	
	Experience of working in a sports environment.	1,3	
	Experience of tennis development (i.e., playing / coaching / volunteering)	1,3	
Skills and abilities	Excellent communication and interpersonal skills and the ability to develop good working relationships with people at all levels.	1,2,3	
	Good written English.	1,3	
	Attention to detail.	1,3	
	Excellent organisational and time management skills.	1,2,3	
	Ability to work on own initiative.	1,3	
	Ability to inspire and motivate others.	1,3	
	IT Skills necessary for analysis, report writing, presentations and general communication (Microsoft Office).	1,3	
	Ability to multi-task and work under pressure to meet deadlines.	1,2,3	
	Education & Qualifications	Educated to degree level or equivalent experience	1
		LTA Assistant (Level 1) Tennis Coach (as minimum)	1
Training	Willingness to actively participate in a programme of continuing professional development.	1,3	
	Demonstrate evidence of having undertaken further training.	1,3	
Other	Enthusiastic with a passion for Tennis.	1,3	
	An understanding of the structure of tennis and coach / workforce development in the UK.	1,3	
	Willingness to work irregular hours as necessary, including evenings and weekends.	1,3	
	A commitment to observe the University's Equal Opportunities Policy at all times.	1,3	
	To provide a satisfactory disclosure statement.	1,3	

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of tennis development within a university setting	1,3
	Experience of organising events.	1,3
	Experience of coaching tennis across all levels from beginner to advanced	1

Skills and abilities	Experience of tennis coaching / volunteering within a university setting.	1,2,3
	Project management skills.	1,3
Education & Qualifications	Undergraduate or Postgraduate degree from Loughborough University	1
	LTA Level 3 Tennis Coach Qualification (or working towards)	1
Other	An understanding of the working practices of the University Tennis and the roles of the SDC, CVA, CDC and LTA.	1,3

## Conditions of Service

The position is full time and fixed term for 36 months from the start of the contract.

The appointment will be subject to the University's normal Terms and Conditions of Employment for grades 1 to 5 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 childcare 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/>

## Organisational Responsibility

Reports to the Head of Sport Workforce Development