

Assistant Tennis Coach

Job Ref: REQ230686

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

Operational Services Grade 5

Job Purpose

To support the Head Coach and the interdisciplinary team to provide sector leading coaching provision and programme development for all players within the university Performance, BUCS and Wheelchair Tennis programmes.

Key Tasks:

To work with and assist the Loughborough Tennis Head Coach, The University Tennis Coordinator (UTC), The Athletic Union (AU) Tennis Club, The Head of Para Sport, and the Lawn Tennis Association (LTA) to:

- Work with the Head Coach to plan, deliver and review an extensive coaching programme to the BUCS teams, taking the lead on the delivery and management of the BUCS programme.
- Act as coach support to our BUCS teams on matchdays and to any player within the performance programme.
- Work with the Head Coach and Head of Para Sport to develop and deliver a wheelchair tennis pathway.
- Support the implementation of high class delivery to the performance tennis programme that represents the tennis vision to be the leading university tennis programme in the UK.
- Contribute to the development of effective IDT working with the Head Coach and wider IDT staff.
- Work with the AU Tennis Club and University Tennis Co-ordinator (UTC) to develop and mentor the student coach workforce that support the wider student tennis programme.
- Support the Head Coach and University Tennis Co-ordinator (UTC) to ensure a thorough review of all areas of the tennis programme including annual reporting on targets and outcomes.

Duties and Responsibilities:

Performance Tennis Programme

- Act as the assistant coach for the performance programme. Assist the Head Coach, and lead in the delivery of on court sessions to the performance players.
- Support the Men's and Women's 1st and 2nd teams on BUCS matchdays and all performance players at individual tournaments.
- Be an integral part of the performance planning and review process, sharing tennis knowledge and expertise to the wider IDT staff.
- Support the Head Coach in tournament support, acting either as the lead coach on performance sessions or as tournament support to the relevant performance players.
- Work with the Head Coach, to create, deliver and review effective Individual development plans (IDP's) to all performance players.
- Work with the Head Coach to develop and deliver on the recruitment plan and targets.
- Act as positive role model for the players, acting in line with the Loughborough Tennis programme values of committed, coachable and consistent.
- Attend regular IDT meetings and support the IDT staff to accelerate their knowledge and understanding of tennis.

BUCS Tennis Programme

- To act as the lead coach for the BUCS programme (3rd – 6th teams) including the delivery of the on-court sessions and being the recognised point of contact.
- Work alongside the Head Coach in the support of the Universities BUCS teams on matchdays.
- Work alongside the Head Coach to plan the coaching delivery for the academic year.
- Co-ordinate with the Head Coach, AU Club, and wider facilities team to ensure that the needs of the BUCS programme are being met.
- To assist the Head Coach, increasing the competitive opportunities available to all players within the BUCS teams and the wider AU Club.
- Assist the University tennis co-ordinator ensuring the student coach workforce can effectively support the delivery to the wider AU Club and recreational programme.
- Act as positive role model for the players, acting in line with the Loughborough Tennis programme values of committed, coachable and consistent.
- Work closely with the Athletic Union committee to maintain a high-quality student experience for all players within the Athletic Union.

Wheelchair Tennis Programme

- Work with the Head Coach & Head of Para Sport to devise a strategy that enables student athletes to move through the pathway.
- Support identified wheelchair tennis players by creating group sessions and meeting their wider needs.
- Work with the Head Coach to support the performance wheelchair tennis offer, including leading individual sessions.

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.
- Assist the Head Coach, University Tennis Co-ordinator and Performance Programme Manager to complete annual funding applications and reviews with the LTA.
- 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 Tennis Coach

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 coaching tennis across all levels from beginner to advanced.	1,3
	Experience of working in a sports environment.	1,3
	Experience of tennis development (i.e., playing / volunteering)	1,3
	Experience of working as part of a team.	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
	Attention to detail.	1,3
	Excellent organisational and time management skills.	1,3
	Ability to work on own initiative.	1,3
	Excellent leadership skills.	1,3
	Ability to inspire and motivate others.	1,3
	Ability to adapt and be flexible.	1,3
	IT Skills necessary for analysis, report writing, presentations and general communication (Microsoft Office).	1
	Ability to multi-task and work under pressure to meet deadlines.	1,3
	Education & Qualifications	Educated to degree level or equivalent experience
	LTA Level 3 Accredited Coach + Qualification or above	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
	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 coaching wheelchair tennis.	1,2,3
	Experience of tennis development within a university setting	1,3
	Experience of organising events.	1,3

	Experience of coaching / volunteering within tennis a university setting.	1,2,3
Skills and abilities	Project management skills.	
Education	Undergraduate or Postgraduate degree from Loughborough University	1
Other	An understanding of the structure of tennis in the UK.	1,3
	An understanding of wheelchair tennis and pathways in the UK.	1,3
	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

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

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 Tennis Coach

