

# The University of Manchester

## *Job Description*

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<b>Job Title:</b>	Tennis Development Coordinator
<b>Grade:</b>	Grade 2 (Casual post for up to 16hrs per week £10.08 per hour)
<b>Reports to:</b>	Recreational Sport Coordinator
<b>Office:</b>	Sport and Active Lifestyles Division of Residential & Sport Services Directorate for the Student Experience
<b>Date:</b>	November 2020

### **Overall Purpose of the Job**

The role will work with the UoM Sport participation team to develop new tennis sessions and recreational league to increase participation. It will work directly with UoM social tennis club and team to oversee coaching, ensuring there is a consistent approach to delivery and development of players. Working with the LTA and wider stakeholders the role will be responsible for overseeing the development of a full tennis pathway, as well as supporting workforce development opportunities. The role is open to Postgraduates, or recent Graduates (within 18 months).

### **Key Responsibilities, Accountabilities and Duties**

- To organise a programme of introductory, entry level tennis activity across each term to engage new regular participants.
- Undertaking basic office administration tasks in relation to tennis activity including, but not limited to; diary and email management, recording of data and marketing and communications.
- To work in partnership with appropriate University Schools/Faculties & Departments, LTA, Active Partnership, and Community Clubs in order to assist in identifying opportunities that increase engagement levels, adding value to the student experience and the health and wellbeing of all our University communities.
- To support the development of a central tennis hub across the institution, amalgamating the participation and competition offers through one access point
- To assist with growing links and associations between the Universities participation programmes, the University tennis clubs and community providers in order create a clear pathway for our audiences.
- To support the marketing for the tennis offers, ensuring the effective promotion of the sport, within the University and, as appropriate, outside of the institution.
- Maintaining communication with The LTA to understand the NGBs products and programmes, linking delivery of these where gaps in UoM provision has been identified (disability / cardio tennis).
- To recruit and support tennis volunteers and leaders, working with UoM Sport and community providers to provide access to qualifications and volunteer opportunities,

- To support the production of reports, as agreed with the Recreational Sports Coordinator, covering participation levels and an annual report.
- To ensure the delivery of excellent customer service.
- To ensure that confidentiality of information is maintained in line with data protection requirements and University Policy.
- To ensure compliance with all University Health and Safety requirements, specifically supporting the safe practices of the tennis programmes.
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

## **Person Specification**

### **Experience, Skills and Competencies**

- Educated to degree level (Postgraduate, or recent Graduate within 18 months) with an understanding of the Higher Education Sector and their Tennis offers.
- Experience of tennis coaching
- Evidence of first class organisational skills.
- Excellent verbal communication skills and experience of communicating at all levels.
- Excellent written communication skills at all levels especially in report and presentation writing.
- Ability to collate data or information in a meaningful format.
- An understanding of the basic principles of statistics.
- Evidence of basic project management skills.
- Evidence of accepting individual accountability and effective use of initiative.
- Ability to engage and empathise with colleagues in an individual and team situation.
- An enthusiasm for supporting others.
- An ability to identify and harness the opportunities of networking, internally and externally.
- A strong understanding of, and competent in the use of, IT systems and programmes, covering email, word processing, spreadsheets, presentations and databases
- Demonstrates a commitment to enhancing the student experience and excellent customer service.

### **Desirable Knowledge, Skills and Experience**

- Experience of a customer facing role.
- Demonstrable experience of administration work, preferably in an office environment.
- First aid qualification.
- Qualified and experienced tennis coach