

The University of Manchester

Job Description

Job Title:	Tennis Development Coordinator
Grade:	Grade 2 (Casual post for up to 16hrs per week £12.66 per hour)
Reports to:	Sport Participation Officer
Office:	Sport and Active Lifestyles Division of Residential & Sport Services Directorate for the Student Experience
Date:	August 25 - July 26

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

- **Liaison and Communication:** Act as the primary contact between the tennis club and the LTA, ensuring effective communication and collaboration.
- **Club Development:** Promote an inclusive environment, increase membership, and secure funding and resources.
- **Coaching and Player Development:** Oversee the coaching program, support student coaches, and develop player development plans.
- **Competitions and Events:** Coordinate participation in LTA events, organise internal tournaments, league and manage social events.
- **Data Analysis and Reporting:** Track and report on club performance, ensuring continuous improvement.
- **External Partnerships:** Develop partnerships with local schools, clubs, and universities to promote tennis.
- **Professional Development:** Stay updated with tennis development trends and share best practices.
- **Communication:** 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.
- **Good Practice and Excellent Service:** Ensuring that confidentiality of information is maintained in line with data protection requirements and University Policy. Also, to ensure compliance with all University Health and Safety requirements.
- **Other:** To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Person Specification

Your application will be evaluated using the essential and desired criteria outlined below. Applicants should clearly identify and demonstrate how they fit each of the essential (and desirable) requirements in their application. The stages of assessment are as follows:

1. Application
2. Assessment
3. Interview

Area	Criteria	Stage
Experience	Proven experience in playing, coaching, or volunteering within a tennis environment.	1, 3
	Experience in managing and delivering sports-related projects, events, or initiatives.	1, 3
	Familiarity with data analysis and reporting in a sports context.	1, 3
Skills and Abilities	Excellent communication and interpersonal skills, with the ability to build and maintain relationships with a wide range of stakeholders.	1, 2, 3
	Strong organisational and time management skills, with the capacity to prioritise tasks and meet deadlines in a busy environment.	1, 2, 3
	Problem-solving and decision-making abilities, with the capacity to think creatively and adapt to changing circumstances.	1, 2, 3
	Proficiency in the use of Microsoft Office applications, including Teams, Word, Excel, and PowerPoint.	1, 2, 3
	Ability to work independently and as part of a team, demonstrating leadership and collaboration as required.	1, 3
Education & Qualifications	The applicant must be a current postgraduate student at the University of Manchester, enrolled in a Master's program (4th year).	1
Knowledge	A strong understanding of the British tennis landscape, including the role of the LTA and the structure of university tennis.	1, 3
	Experience in working with diverse stakeholders, including university staff, National governing bodies, and community organisations.	1, 3
	Knowledge of best practices in sports club development, including strategies for increasing participation, retention, and inclusivity.	1, 3
	Knowledge of the LTA's university tennis strategy and initiatives.	1, 3
	Understanding of the principles of sports coaching and player development.	1, 3
	Familiarity with the use of social media and other digital platforms for sports promotion and engagement.	1, 3
Other	Passion for tennis and a genuine commitment to developing the sport at the grassroots level.	1, 3
	Willingness to learn and engage in personal and professional development opportunities.	1, 3