

Job Description

University Tennis Coordinator - Competitions	
Grade	Casual – standard casual rate £13.56 (current) Up to 10 hours per week
Department	UoM Sport , Directorate for Student Experience
Overall Purpose	
<p>This role will play a crucial part in fostering the growth and development of tennis within the university, working closely with the tennis club, UoM Sport, and the Lawn Tennis Association (LTA). This role will be tasked with the running and week to week coordination of the UoM campus league Tennis offer as well as arrangements for all Tennis club competitions outside of the BUCS offer. A range of competitions offers, at various levels, for both Tennis and Padel club members, will be managed and coordinated by the role holder with the support of the Recreational Sport Officer.</p>	
About the Team	
<p>This role is part of the UoM Sport Department which sits with the Directorate for Student Experience. The role is part time and works alongside the UTC for Participation and Workforce to meet required outcomes, overseen by the Recreational Sport Coordinator and the Sport Participation Officer.</p>	
Key Accountabilities - see next page	

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Main duties of the post: (Points 1 – 12 are related to Campus leagues, point 13 - 19 related to other areas of the role)

1. To act as the first point of contact for their league and know when to refer issues/queries on to the Recreational Sport Coordinator.
2. To be present at each league fixture date as the representative from Sport and to undertake the administrative responsibilities required to maintain the league.
3. To coordinate umpires/referees for the league.
4. To assist in the organisation and delivery of the Campus Sport tournaments/events working with the Recreational Sport Coordinator and the other Campus Sport Coordinators.
5. To assist the Recreational Sport Coordinator with communication relating to the league. This includes leading on creating/posting weekly content for the Campus League social media account (Instagram).
6. To create and upload relevant content to promote all areas of campus league on social media (Instagram)
7. To assist the Recreational Sport Coordinator during the two Campus Sport Forums and during the season.
8. To meet KPIs (key performance indicators) for the role
9. To act as the first point of contact for any player/umpire/referee complaints and know when to refer on to the Recreational Sport Coordinator.
10. To assist in creating links between the other UoM Sport provision and the Campus Sport Programme for tennis
11. To work with the Recreational Sport Coordinator, the other Campus Sport League Coordinators to plan and deliver a Campus Sport Awards Evening.
12. To meet with the Recreational Sport Coordinator on a weekly basis (or when needed) to provide an update and maintain the online league tables and disciplinary fines/issues.
13. To assist the Recreational Sport Coordinator with the Sport Welcome Fair preparations and with the post-Welcome Fair administrative tasks.
14. To be involved and up to date with the UoM Sport Tennis club and UoM Sport Padel clubs and to arrange non BUCS competition for these groups.

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15. To organise competitions at various levels in the sport of Padel. In conjunction with the UoM Padel club and the Recreational Sport Coordinator
16. To organise competitions at various levels in the sport of Tennis. In conjunction with the UoM Tennis club and the Recreational Sport Coordinator
17. To feed in to a termly report and scorecard for the delivery of the project along with the UTC Workforce and Participation
18. To undertake any other reasonable duties within UoM Sport required of the post, as determined by the Recreational Sport Coordinator. This will include further opportunities to support open days and other UoM Sport events.

Person Specification

Your application will be evaluated using the essential (E) and desired (D) criteria outlined below. Applicants should clearly identify and demonstrate how they fit each of the essential (and desirable) requirements in their application

<p>Knowledge</p>	<ul style="list-style-type: none"> • A strong understanding of the British tennis landscape, including the role of the LTA and the structure of university tennis. (D) • Experience in working with diverse stakeholders, including university staff, National governing bodies, and community organisations.(D) • Knowledge of best practices in sports club development, including strategies for increasing participation, retention, and inclusivity. (D) • Knowledge of the LTA's university tennis strategy and initiatives.(D) • Knowledge of the use of social media and other digital platforms for sports promotion and engagement. (D)
<p>Experience</p>	<ul style="list-style-type: none"> • Proven experience in playing, coaching, or volunteering within a tennis environment. (E) • Experience in managing and delivering sports-related projects, events, or initiatives. (D) • Familiarity with data analysis and reporting in a sports context. (D)
<p>Skills</p>	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills, with the ability to build and maintain relationships with a wide range of stakeholders.(E)

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	<ul style="list-style-type: none"> • Strong organisational and time management skills, with the capacity to prioritise tasks and meet deadlines in a busy environment.(E) • Problem-solving and decision-making abilities, with the capacity to think creatively and adapt to changing circumstances.(E) • Proficiency in the use of Microsoft office applications, including Teams, Word, Excel and Powerpoint.(E) • Ability to work independently and as part of a team, demonstrating leadership and collaboration as required.(E)
Education	<ul style="list-style-type: none"> • The applicant must be a current postgraduate or Undergraduate student at the University of Manchester (E)
Other	<ul style="list-style-type: none"> • Passion for tennis and a genuine commitment to developing the sport at the grassroots level.(E) • Willingness to learn and engage in personal and professional development opportunities.(E)

Key Behaviours

One University: A 'One University' approach, whereby we break down silos and work collaboratively towards furthering the University's strategic goals, vision and values.

Freedom of Speech and Academic Freedom: Support the University's commitment to securing and actively promoting the importance of free speech and academic freedom within our community.

Service Excellence: Committed to prioritising service excellence and high performance to deliver great people-centred experiences.

Agility: Demonstrate a commitment to agility and continuous improvement by embracing change, championing innovation, and being flexible and forward thinking to adapt.

Sustainability: A sustainable approach that safeguards the University of the future by championing environmental practices, advancing digital capability, and supporting financial stability and philanthropic initiatives.

Inclusion: Support the University's ambition to create an inclusive place to work where every person matters, demonstrating a commitment to non-discriminatory conduct and respect for others, and fostering a University where people feel deeply connected to each other, to Manchester, and to the wider world.

Social Responsibility: Promote and champion the University's social responsibility ambitions to advance social inclusion, prosperous communities, better health, and cultural engagement.