



VOLUNTEER ROLE DESCRIPTION

Introduction

Suffolk Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Suffolk Tennis.

Voting members are clubs within the County that are registered with the LTA. Schools, other educational establishments, and parks registered with the LTA and located within Suffolk are also supported by the County but are not voting members. The management of SuffolkTennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn oversees several sub committees responsible for specific aspects of County Tennis.

The vision and mission of SuffolkTennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable. The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion, and encourage people from all backgrounds and experiences to apply to join Suffolk Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equality, diversity and inclusion into all work and functions.

Disability Co-ordinator Role Description

Overview of the Role

The Disability Co-ordinator supports the development of disability tennis and inclusivity within the Suffolk County.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Create and promote the inclusivity programme for the Suffolk county
- Report on matters concerning inclusion and diversity in tennis and ensure any relevant updates are reflected in the inclusion and diversity strategy
- Promote national inclusion and disability initiatives within the Suffolk county
- Attend inclusion meetings with the LTA
- Support venues in organising and setting up activities to support people with disabilities
- Provide training and direction to club coaches
- Promote the county and its activities to relevant organisations, charities and disability organisations

Skills and experiences needed for the role

- Level 3 coach qualification
- Approachable and friendly
- Good communication skills
- Experience in organising Disability programmes
- Empathetic and knowledgeable of the needs of people with disabilities
- Good administration and IT skills



Training and support available

Before starting in this role, you will receive training from a relevant committee member or LTA advisor who will go through the process with you

Commitments

- Time commitment will vary dependent upon tasks, but on average this will be around 4 hours per week
- You will not be a member of the management committee, but will be required to submit progress reports, and by mutual agreement to attend occasional committee meetings
- You will be asked to attend disability tennis meetings with key LTA and TF representatives wherever possible

Further Information

- The role will be provided under a service agreement and remunerated to reflect the hours worked
- This role does require a current DBS check
- References will be required