

Lead Development Coaching Co-ordinator

Responsible to: Head of Tennis

Location: Swansea Tennis Centre, Wales, United Kingdom

Closing Date: 28/06/21

Job Type: Self Employed (£300.00 Monthly Retainer with £20.00 hourly rate)

Qualification: Level 3 or above (commitment to achieve a level 4), Accredited+

Role and Background:

Swansea Tennis Centre, is operated by the social enterprise Tennis Swansea 365, and is one of the busiest and most successful indoor tennis facilities in the UK. The Lead Development Coach will be responsible for maximising participation opportunities and enhancing the commercial performance of Swansea Tennis Centre in line with its key business objectives.

Working closely with our partners, Swansea Council, Tennis Wales, and the Lawn Tennis Association, Tennis Swansea 365 we will continue to drive mass participation and utilisation to maximise income to reinvest into the Swansea Tennis Centre.

The Centre is also an accredited Regional Player Development Centre and has produced some of the best performance tennis players in the UK and is overseen by a number of Wales's award-winning tennis coaches.

The Centre is entering a new phase to modernise, protect and prepare for the future and a new 'Vision' is being developed to maximise the commercial performance, facility development, tennis programme, marketing & communications, fitness activities, governance, and leadership.

The Lead Development Coach Co-ordinator under the guidance of the Head of Tennis will be responsible for leading on and delivering the development phase of the tennis programme supporting the organisations ambitious 'Vision'.

Purpose: Responsible for maximising the participation and commercial performance of the development pathway leading to the Local/Regional Player Development Programmes.

Main Duties:

- Ensure a quality, progressive and organic development Pathway, constantly setting, leading, and achieving the industry highest standards.
- Retain the participant within the programme signposting when necessary, to either development, academy, Local Player Development Centre (LPDC), the Regional Player Development Centre (RPDC) pathways, competitions, or the centre recreational sessions.
- Prepare, plan and co-ordinate the enrolment activity including its administration, working closely with the centres operational team.
- Prepare plan and coordinate school roadshow visits with the purpose of promoting recruitment for open days at the Centre leading to Youth Start programme at the centre.
- Maximise court utilisation allowing opportunities allowing participants to join the scheme at any time or any stage 48 weeks of the year.
- Manage and co-ordinate outreach work, organising a comprehensive development programme working with the local authority sports development team, education, and schools with a view of attracting and retaining customers to the centre's development programme.
- Actively promote Swansea Tennis Centre, its programme, competitions, events, festivals, activities, holiday camps and outreach work via the appropriate promotional channels to maximise income and participation opportunities.
- Act as a brand ambassador when representing TS365, selling, promoting, and maintaining its mission, vision, core values and beliefs.
- Prepare, monitor, and present key performance indicators to the Head of Tennis / General Manager regarding Sales, Growth, Retention, and quality.
- Lead, manage and co-ordinate the coaching development team, ensuring the right coach is in the right place, at the right time with the right experience, knowledge, and qualifications.
- Ensure the smooth implementation of the LTA Youth Tennis programme into the pathway, ensuring all coaches are trained to deliver quality sessions according to the lesson plans.

- Ensure all coaches and accreditations, are kept up to date, promoting continuous professional development (CPD), innovation, best practice, and quality coaching.
- Work with the governing bodies, education, further and higher education to develop a volunteer network that supports the programme and its outreach work. Following safe recruitment guidelines.
- Responsible for the health, safeguarding and well-being of the coaches and participants, reporting any faults, accidents, or incidents to the operational team.

PERSON SPECIFICATION

Qualifications and Experience

Level 3 or above (commitment to achieve level 4) holding a current Accreditation Plus.	Essential
Full UK Driving License.	Essential
Experience of leading, managing and motivating a coaching team delivering an excellent progressive Pathway.	Essential
Experience of delivering coaching to participants on a tennis development programme.	Essential
Experience of leading, managing, and co-ordinating a quality innovative tennis development programme including selling, growth and retaining participants within the scheme.	Essential
Experience of maximising court utilisation ensuring continued commercial viability whilst maintaining a profit/loss account.	Essential
Experience of developing and maintaining stakeholder relationships including local authority departments, (Sport & Education) schools, further and higher education.	Essential
Experience of organising and delivering outreach programmes in schools, parks, and other community settings.	Essential
Experience of Sports Development planning, setting targets, monitoring performance, presenting to senior Management, as well as making and implementing recommendations to ensure continuous improvement.	Essential
Experience of utilising IT and communication systems supporting the delivering efficient and effective quality programme.	Desirable
Experience of planning, implementing, and reviewing promotional campaigns aimed at specific customer personas.	Desirable

Knowledge

Knowledge of Quality management systems and their implementation.	Desirable
Knowledge of Sports development principles as well as Tennis Wales Vision aims and objects.	Essential
Knowledge of Marketing and promotional techniques in particular emerging channel such as social media.	Essential

Skills, Attributes, and abilities

Excellent communication skills, both written and verbal, to develop positive relationships with colleagues, stakeholders, and customers.	Essential
Ability to work under pressure; delivering results on time; demonstrate excellent time keeping; set and deliver targets.	Essential
Demonstrate high levels of flexibility to adapt to changing circumstances in a positive way.	Essential
Innovative and creative individual, with the ability to translate strategies into action	Essential
Positive, motivational, and enthusiastic demonstrating the ability to energise individuals and teams to exceed expectations and ambition, whilst also displaying empathy when necessary.	Essential
Must be able to work as part of a team or individually, setting and attaining high standards at all times	Essential

For further information please contact Craig Ingham on: - 01792 650484

To apply: Please email your covering letter and CV to enquiries@swanseatenniscentre.co.uk