

**Tennis Coach (Level 2)**

An exciting opportunity has arisen for an ambitious and motivated Tennis Coach to support our tennis programme at the University of York.

The fixed term post will be employed by York Sport; a wholly owned subsidiary of the University of York, to maximise tennis opportunities. We are looking for a committed, enthusiastic and determined coach to make tennis at the University of York a success.

The York Sport Centre currently contains 3 outdoor tennis courts and 3 indoor floodlit tennis courts; covered by a single skin tennis dome. We further have 1 indoor main hall and 3 indoor halls which can be utilised for Mini tennis programmes and modified tennis programmes. The Sports Centre further has a Regional standard athletics track, 4 squash courts, 1 dance studio, a gym and performance suite.

As a Tennis Coach you will be highly motivated, with a commitment to delivering a first class service to all members involved within York Sport Tennis and York Sport. You will deliver tennis sessions to juniors and adults.

You will possess an ability to work on your own initiative and have a commitment to working within a team. You will further have the ability to communicate amongst varying partners; University of York Students Union (YUSU), the University Tennis Club, the LTA and other key organisations. An understanding of the LTA’s Tennis Xpress and Cardio Tennis programmes is desirable and further knowledge and a proven track record of running tennis leagues and events is also advantageous. The role will require you to work evenings and weekends, so the ability to work flexible hours to best suit the programmes needs is required.

**Applicants must hold a recognised level 2 Tennis coaching qualification and will be required to complete and hold a clean DBS check.**

**It is essential that those interested should be able to demonstrate a** desire through tennis coaching to match the commitment of York Sports commitment to deliver a high quality service at all times.

This is an exciting opportunity for a forward thinking ambitious coach to make a difference, to create a sustainable tennis culture within York and to create a framework to increase participation within tennis.

The starting salary is £12.81 per hour. This position is a fixed term contract for months for 3 hours per week (opportunity for overtime is available). The successful applicant must be available to work a varied shift pattern including early mornings and weekends, evenings and bank holidays.

For more information or for any questions, please contact Emily Hearle (Sport Development Manager); Emily.Hearle@york.ac.uk.

**Closing date: 20th August 2016**

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| YCL-Approved ident (1).JPGJOB DESCRIPTION |
| **JOB TITLE:** Tennis Coach |  |
| **REFERENCE NUMBER:** |  |
| **DEPARTMENT:** York Sport Tennis |  |
| **LOCATION:** York Sport Centre, University of York, Heslington |  |
| **SALARY:** £12.81 per hour (6 month fixed term contract for 3 hours per week) |  |
| **PAY ZONE:** B3 |  |
| **REPORTS TO:** Racquet Sport Development Officer / University Tennis Coordinator |  |
| **RESPONSIBLE FOR:** Coaching Tennis (juniors and adults) |  |
| **CLOSING DATE:** 20th August 2016 |  |
| **JOB PURPOSE:**Responsible for delivering tennis coaching to children aged between 2 – 17 years old, as well as adults aged 18+ years within group coaching sessions. The role will include leading children’s sessions and/or leading on adult classes to a range of abilities.  |
| **ORGANISATIONAL CHART:** |

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| **MAIN DUTIES AND RESPONSIBILITIES:*** Coach sessions in Mini Tennis, Tennis Xpress, Intermediate Tennis and Cardio Tennis.
* In line with LTA Coaching philosophies, provide clear and imaginative lesson plans to ensure progressive player development.
* Work towards the theme and objectives of lesson plans.
* Continue to monitor the development of the group and devise lessons plans that develop with the group and provide challenge.
* Make decisions regarding player development and advice for players to move groups when necessary.
* Be clear and accurate with communication by assessing the audience.
* Use demonstrations regularly and make sure information is understood.
* Coordinate safe movement of equipment before, during and after all coached sessions.
* Communicate effectively with parents of players, including providing details on progress and answering complaints.
* Take weekly registers and update individual progress for juniors and adults using the online system On Course.
* Be familiar with the Rally Awards and be confident implementing within the tennis programme.
* Be available to support tennis events from time to time.
* Be part of a team that promotes York Sport Tennis within local schools by delivering sessions and promotion of the programme within assemblies.
* Work alongside other York Sport staff to ensure best practice, health and safety and advice on potential risks involved with activities.
* Understand, implement and have knowledge of York Sport’s Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) including risk assessments and health and safety.
* To act as an ambassador for York Sport Tennis and the Lawn Tennis Association by abiding to good practice, behaviour and respecting fellow professionals and customers.
* Attend Lawn Tennis Association and York Sport development training alongside other coaches. As well as keeping LTA qualifications up to date.
* Any other duties commensurate within the level and nature of the post as required by the York Sport Management Team and Racket Sport Development Officer.
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| **OTHER REQUIREMENTS FOR THE POST HOLDER:** |
| **LIAISES WITH:*** Sport Development Manager
* Sport Development Officer
* Student Sport Activators
* Participants
* Other York Active Coaches
* York Sport Union
* Racquet Sport Development Officer
* University Tennis Coordinator
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| **DATE OF DESCRIPTION:** 13/08/2015 |  |

**PERSONAL SPECIFICATIONS:**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * LTA UKCC Level 1
* LTA UKCC level 2
* Successful Disclosure Barring Service (DBS) Certificate Check (completed by York Sport).
 | * LTA UKCC Licenced Club Coach (and Accredited)
* Safeguarding and Protecting Children Certificate
* First Aid Qualification
* Cardio Tennis Instructor
* Officiating qualification
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| **KNOWLEDGE** | * Be aware of LTA Coaching Standards and philosophies
* Knowledge of developing all shots in tennis, in line with LTA Mini Tennis progressions
* Knowledge of Mini Tennis Stages (Red, Orange and Green) including age, equipment and court size details
* Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs)
 | * Knowledge of development of a Mini Tennis Programme within a club
* Knowledge of XN Leisure
* Knowledge of the LTA Rally Awards
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| **SKILLS/ABILITIES/COMPETENCIES** | * Confident in delivering to adults and children.
 | * Have played competitive tennis
* Have coached individual and mixed groups
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| **EXPERIENCE** | * Must have experience of delivering Mini Tennis in all of its formats (Red, Orange and Green)
* Experience working with adults.
* Have experience in a customer service environment
* Working as part of a successful team
* Prepared to work unsociable hours including weekends and bank holidays when necessary
* Experience in using initiative and adapting to different situation within a tennis environment
* Excellent communication skills
* Self-disciplined, motivational and professional
 | * Experience working with women’s tennis, Vets tennis.
* Experience working with students.
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| **PERSONAL ATTRIBUTES** | * Have a passion for the development of children and adults in tennis
* Enthusiastic and lively
* Confident both on and off court.
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