

## Coach Development Apprentice Job Description

<b>Responsible to</b>	<b>Workforce Manager</b>
<b>Location</b>	<b>Tennis Scotland, Airthrey Castle, Hermitage Road, Stirling, FK9 4LA</b>
<b>Salary</b>	<b>£6.40 per hour</b> (Based on Apprentice National Minimum Wage April 2024)

### About the role

Tennis Scotland is the Governing Body of tennis in Scotland. Our vision is “Tennis opened up to deliver The Legacy in Scotland” and our mission and strategy is aligned with the LTA and focussed on growing the sport by making it relevant, accessible, welcoming and enjoyable. Our plans see; more people playing across clubs and pay as you go facilities; more quality facilities and world class workforce development and coaching; an all year round sport in our communities with tennis accessible to anyone from any background; more Scottish players succeeding at the very top of the game in juniors and on the ATP and WTA tours and see a range of events and competitions to showcase tennis and increase its visibility in Scotland. Tennis Scotland is an ambitious confident organisation engaging with everyone involved in tennis to create investment and growth to ensure a sustainable and healthy future for Scottish tennis.

The workforce team is responsible for growing and developing a world class workforce. The Coach Development Apprentice will play a key role in delivering workforce strategy.

The role requires a candidate with a pro-active mind-set and excellent interpersonal skills to be able to build strong and sustainable working relationships with a wide range of internal and external stakeholders. The successful candidate will be required to work outside standard working hours at certain times of the year, including weekends.

### Key Accountabilities

- Assist with the planning, co-ordination and delivery of a coaching and competitive programme for a club/venue and associated outreach programmes.
- Assist and develop the establishment of school and club links for tennis.
- Assist the planning, co-ordination and delivery of tennis events e.g. open days, competitions.
- Assist in the administration and delivery of tennis development in a club/venue.
- Monitor and report on tennis activity in the club/venue e.g., activity reporting, evaluating sessions, levels of participation.
- To enthuse and encourage children/adults not currently involved in sport to want to take part.
- Work with Tennis Scotland Participation & Development team on projects and events and required.
- Assist the Lead Coaches in the delivery and development of tennis in the local community.
- Lead on a ‘youth development’ project that will support players in an educational capacity e.g. workshops for players or parents on nutrition, leadership, competition etc.

## Person Specification

### Previous Experience of:

Communicates with others in a positive manner	Essential
Adapts and responds positively to a variety of situations and people, in order to meet changing priorities	Essential
Listens and respond positively to feedback and ideas from other people about how to improve programmes, processes and performance	Essential
Prioritises workload effectively and in a timely manner	Essential
Identifies issues which may prevent goal achievement and make plans to avoid this	Essential
Works co-operatively, supportively, developing positive working relationships with all key contacts and stakeholders	Essential
Demonstrate an enthusiastic, committed, positive approach to peers, key contacts and stakeholders	Essential

### Knowledge, Training & Qualifications:

National 5 English and Maths or equivalent	Essential
IT literate with applications including Work, Outlook, Excel	Essential
Understanding of coaching, volunteering roles and responsibilities	Essential
Confident written and verbal communication skills	Essential
PVG/Safeguarding	Essential
Experience of coaching and/or working with children	Desirable
Level 1 coaching or LTA assistant coaching qualification or coaching qualification in another sport	Desirable
Knowledge of Tennis Scotland's aims and objectives and current coaching pathway	Desirable
Full UK Driving Licence	Desirable

## Personal Attributes

<i>Teamwork</i>	<ul style="list-style-type: none"> <li>• A great communicator both internally &amp; externally</li> <li>• Always prepared to work collaboratively</li> <li>• Works well as part of a national team, working remotely across large areas</li> <li>• Good at sharing best practice ideas across a wide range of partners</li> </ul>
<i>Inclusion</i>	<ul style="list-style-type: none"> <li>• Works openly &amp; honestly in the interest of the team</li> <li>• Will always suggest improvements to ways of working</li> <li>• Will be comfortable challenging groups or individuals to ensure high levels of work</li> <li>• Treats others as you wish to be treated</li> </ul>
<i>Ambition</i>	<ul style="list-style-type: none"> <li>• Committed to growing the sport of tennis and padel</li> <li>• Hard working &amp; driven to succeed and achieve our mission</li> <li>• Passionate about developing opportunities</li> </ul>
<i>Excellence</i>	<ul style="list-style-type: none"> <li>• Always aims to achieve the best possible outcome</li> <li>• Develops plans based on best practise and previous experience</li> <li>• Seeks support from colleagues to improve outcomes</li> <li>• Will be happy to take the more challenging route if it results in higher quality outputs</li> </ul>