

## COACHING & VOLUNTEERING MANAGER

<b>Responsible to</b>	Head of Participation
<b>Location</b>	Flexible but with a need to be present in the Tennis Wales Office, Cardiff as duties require, with regular travel required across Wales
<b>Salary</b>	£28,000 to £32,000 per annum plus excellent benefits including essential car users allowance
<b>Salary Hours</b>	Full time

### ABOUT THE ROLE

Tennis Wales is the Governing Body of tennis in Wales. Our vision is ***tennis opened up across Wales***, and we aim to grow tennis by making it relevant, accessible, welcoming & enjoyable across the country.

The Coaching & Volunteering Manager provides support to tennis coaches and volunteers in our venues & programmes. The Coaching & Volunteering Manager works across the business, liaising & coordinating with colleagues to provide industry leading qualifications, CPD, training, mentoring & support to ensure we have the best people to achieve our vision.

### KEY ROLES & RESPONSIBILITIES

- Lead our work with tennis coaches in Wales, coordinating with the LTA, CIMPSA and other agencies to provide high quality coach education training & qualifications for people in Wales.
- Lead and manage the Tennis Wales Coach Development Centre in partnership with Cardiff Met. University and our Coach Developer team, driving course uptake and delivering high quality education opportunities.
- Deliver an annual calendar of training & support in the form of courses, forums, conferences and one day CPD that is delivered internally & externally to volunteers, coaches, teachers and other partners to grow the number of people trained, qualified and people accredited to deliver tennis.
- Champion equality, diversity and inclusion across the tennis workforce, providing accessible opportunities for training and development for people from all communities of Wales.
- Create & coordinate the delivery of a coach mentoring programme across participation & performance coaches that trains, inspires, educates and improves the quality of tennis delivery across the country.
- Manage our Tennis Wales Apprenticeship scheme, identifying young people to employ into the business and line manage, mentor & support the young people to complete their formal qualifications with excellence in partnership with education & training providers.
- Lead and manage an appropriate programme that focuses on LTA Youth training and roll out to coaches in Wales.
- Support colleagues in the organisation to develop bespoke workforce plans at our registered places to play, helping our venues to have well trained people working & volunteering in tennis with action plans in place.
- Work closely with the Communications Lead and Tennis Operations Coordinator to send regular communications to coaches & volunteers, collaborating to ensure our growing network stays up to date on the latest news, funding, resources and opportunities available in Wales.
- Motivate, inspire and recognise the work of people in Welsh tennis through reward and recognition schemes that make people feel valued for their contribution to tennis, working closely with colleagues in the team to deliver the Tennis Wales Awards each year and recognise the work of the Welsh tennis community.
- Identify and link with external partners to provide value to volunteers & coaches in Wales with training, communication and resources to better equip them to deliver tennis.

- Deliver training events in partnership with the LTA throughout the year to roll out LTA funded tennis initiatives and programmes to coaches & volunteers in Wales with excellence.
- Attend LTA & Sport Wales meetings to represent Tennis Wales, ensuring we are always up to speed on industry developments and accessing resources, funding & information that is available in Wales.
- Produce robust and regular reporting on workforce related projects within Tennis Wales, monitoring & evaluating the coaches & volunteers in Wales to ensure we are impacting through our interventions.
- Manage & coordinate budgets within Tennis Wales, reporting to the Head of Participation & Finance Office on a regular basis in line with organisational policies & procedures to ensure we are investing strategically into our coaches & volunteers.
- Work closely with colleagues in participation & performance to train team members in core programmes, helping identify revenue generating schemes for Tennis Wales, attracting partners, external funding & sponsors.
- To work collaboratively across the organisation to safeguard children and adults at risk, attending and delivering training and supporting the wider tennis community in Wales to safeguard the sport to the highest standards in partnership with the LTA, NSPCC, CPSU and statutory services.

## PERSON SPECIFICATION

### *Knowledge, Training & Qualifications:*

A Level 4 (or higher) tennis coaching qualification with LTA accreditation+ (or equivalent, recognised qualification from another Sport/National Governing Body of Sport) and a tutor/mentoring qualification in sport.	Desirable
An LTA Coach qualification or recognised Level 3 equivalent from another Sport/National Governing Body of Sport.	Essential
Exceptional personal communications skills with proven ability to build and maintain effective relationships and influence decision making.	Essential
Developing and delivering a sport coaching programme, positively influencing the practice of tennis/sports coaches.	Essential
Full UK driving licence.	Essential

### *Previous Experience of:*

Working remotely, managing your own time effectively to achieve outcomes, including developing strategy and programme delivery preferably in a coach development environment.	Essential
Project management skills with the ability to work with stakeholders internally & externally.	Essential
Managing budgets within a business, allocating funding to schemes and reporting on the progress being made.	Essential
Working in a National Governing Body or similar type agency, rolling out programmes, funding and training to a wide audience in a clear, transparent & accountable way.	Desirable
Tutoring within a national coach education pathway.	Desirable
Working with volunteers and committees to achieve an agreed outcome.	Desirable
Working with and managing young people or apprenticeship schemes.	Desirable

## HOW TO APPLY

The closing date for this position is **5pm on Friday 15th July**. Should you wish to apply, please forward your CV along with a covering letter of no more than 2 sides of A4 clearly evidencing your skills and experiences aligned to the job description and person specification to Maria Rees ([maria.rees@tenniswales.org.uk](mailto:maria.rees@tenniswales.org.uk)).

Tennis Wales is an equal opportunities employer and would appreciate it if you could also complete our [Diversity Monitoring Form](#).

If you would like an informal discussion about the role please contact Jamie Clewer, Head of Participation via e-mail [jamie.clewer@tenniswales.org.uk](mailto:jamie.clewer@tenniswales.org.uk)