

# Coach Development Apprenticeship Application Pack 2022

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### Applicant Guidance

#### Introduction

Tennis Scotland is pleased to announce an intake of Tennis Development Apprentices. The 12 month full time programme is designed to give young people under 20 years of age (at the start of their Apprenticeship) experience of organising and delivering Tennis on a National, Regional and Local basis while undertaking development and training activities. The programme aims to prepare the participant for a potential career in Tennis Coaching, Competition Roles, or Sports/Tennis development. In recent years we have seen many of our Apprentices move on to become successful Coaches and progress to Head Coach roles in Scottish Clubs and Venues.

We have established a partnership with the Sports Academy of Scotland who has been working with us to deliver the SVQ training programme. As the external Training Provider, they guide the Apprentices through all the work necessary for completion of the SVQ Level 3 in Leisure Management.

The purpose of the programme is to:

1. Provide Scottish Tennis and local clubs with an enthusiastic workforce of quality young coaches who can encourage more young people into tennis.
2. Offer a quality vocational training/education programme to young people in Scotland that can lead to a career in tennis development, supporting Tennis Scotland to achieve its aims of increasing participation.
3. Offer a quality vocational training/education programme to young people in Scotland that can lead to a life-long involvement in coaching, or a pathway into further/higher education.

#### Availability of Places

The number of places available each year is dependent on the following:

1. Strategic need for staffing in a particular area based on need/opportunity for tennis development in clubs and schools.
2. Completed Venue Partnership form (page 12)
3. Availability of sufficient funding from Tennis Scotland to support training of the Apprentices.

#### Recruitment Process

All applications will be returned to Tennis Scotland who will then assess applicants on the following basis:

1. Tennis Scotland will assess whether there is a strategic/local need for a Tennis Development Apprentice in the applicants' area, dependent on existing staffing levels and club/school needs.
2. The availability of a suitable partnership venue

Once Candidate Applications have been reviewed and partnership venue agreed upon, the candidate will be interviewed by Tennis Scotland together with a partnership venue representative.

The applicant will be interviewed to see if they have the necessary qualities, experience, understanding and motivation to become an Apprentice. Providing all requirements are in

order they will be offered a place on the programme subject to the usual HR policies including PVG checks.

### Timescale & Key dates 2022

Closing date for Applications	Monday, 15 August 2022
Interviews	Week commencing 22 <sup>nd</sup> August 2022
Successful applicants notified	Week commencing 5 <sup>th</sup> September 2022
Start date	September 2022 - January 2023 (by agreement)

### Employment Status of Apprentices

Tennis Scotland Apprentices will be employed;

1. By Tennis Scotland – under this arrangement the contract of employment is with Tennis Scotland and monthly salary will be paid by Tennis Scotland. Apprentices must have a partnership venue in place who has submitted a completed Partnership Venue Form.

### Partnership Venue Responsibilities

Tennis Scotland will need to be assured that the club/organisation has well defined employment policies and structures in place as well as being able to provide a dedicated base from which they will work. Other commitments are:

1. To provide the name of an employee within the organisation who will take responsibility for the day to day line management of the apprentices, and will be the primary contact with Tennis Scotland.
2. Provide Tennis Scotland with a detailed weekly and annual work schedule, (templates will be provided) for each apprentice and keep Tennis Scotland informed of any significant changes.
3. To release the Apprentice to work on certain Tennis Scotland National Events as agreed. This will include a number of team days – approx. 10 per year.
4. To agree to a monitoring schedule with Tennis Scotland.

### Training Timetable

On starting the programme an Apprentice will work closely with the Partnership venue to draw up a weekly schedule of work to fill a 25 hour working week – this will give the apprentice experience in a variety of roles at the venue. Weekly schedules need to be approved by Tennis Scotland.

In addition there will be an agreed schedule of National events that the Apprentice can get involved with to gain extra experience for example National Competitions and TS/LTA Coach Forums.

### Team Days

There will also be a number of Team Days at key times throughout the year – these will be mandatory and all apprentices are expected to attend. The purpose of these is to bring the team of Apprentices together for a day to include work on their SVQ portfolios as well as training development courses / CPD.

Team Day Practical CPD session - possible topics (all 3 hour) could include

- Junior Competition Organiser course
- Coaching skills
- Tennis Technical / Tactical skills
- Social Media training - presentation skills
- Running tennis events for Schools

Apprentices starting the 2022/3 programme will be required to attend a Tennis Scotland induction when they start their Apprenticeship. Further details and dates for the team days and events will be advised following the recruitment process.

## Coach Development Apprentice Job Description

<b>Responsible to</b>	Workforce Manager
<b>Location</b>	<b>Tennis Scotland, Airthrey Castle, Hermitage Road, Stirling, FK9 4LA</b>
<b>Salary</b>	<b>£4.81 per hour</b> (Based on Apprentice National Minimum Wage April 2022)

### 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.

## 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>

## Application Form

### Personal Details

Forename(s)		Surname	
Scottish Candidate Number (SCN – 9 digits)			
Address	Home Tel No		
	Mobile No		
	Email Address		

### Education

School	From	To	Courses Completed / In progress	

### Previous Employment (start with most recent)

From - To	Employer's Name and address	Post held	Reason for leaving

**Other training and qualifications**

From-To	Please give details of any training courses (e.g., coaching courses etc) or qualifications relevant to this application	Qualifications

**Reason for application**

Please indicate why you are interested in applying for this post, continue on a separate sheet if needed (max 500 words)

**Supporting Statement**

Please state how you think your skills and experience match the requirements of the job description and give your reasons for applying. Please include any relevant voluntary work (with dates) and technical skills which we should know about.

### Additional Information

Please tell us if you feel we will need to provide any additional support to enable you to fulfil this role e.g. in relation to health, mental health or disability.

### Interview Availability

Please advise of any dates you would be unable to attend an interview.

### The Vacancy

How did you learn of this vacancy?

### References

Please give details of two referees (preferably with first-hand knowledge of your previous work with children). References from relatives will not be accepted. Let us know if you do not want us to contact a referee prior to interview.

Name	Name
Address	Address
Postcode	Postcode
Tel No	Tel No
email	email
Position held	Position held
How do they know you?	How do they know you?
How long have they known you?	How long have they known you?

### Declaration

Data Protection Act In order to recruit to the post **Tennis Scotland** will (within the terms of the Data Protection Act 2018) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

Consent I consent to the processing of personal information in the way described. As this role is regulated work with children, I consent to **Tennis Scotland** requesting a Scheme Record/Scheme Record Update (as appropriate) under the Protection of Vulnerable Groups (Scotland) Act 2007.

Declaration I declare that to the best of my knowledge the information given on the form is true and correct. I understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from my application.

Signed		Date	
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### Partnership Venue Form

*Partnership Venue Form to be completed by the Venue/Club that Applicants will partner with for their Apprenticeship. This does not have to be submitted until after the Application process has been completed.*

Name of Club / Organisation	
Contact Name	
Role in organisation	
Contact Address	
Contact Phone	
Contact email	

Name of Apprentice	
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I confirm that the above organisation can provide sufficient tennis related work for an Apprenticeship placement for a minimum of 25 hours per week and that there is someone employed in our organisation that will be responsible for the day to day line management of the Apprentice.

Please sign	
Date	

Please note that this Expression of Interest does not guarantee an Apprenticeship placement.

Tennis Scotland also reserves the right to decline applications from organisations where it is felt that the appropriate learning environment is not available.

Please return this page to

Anna Myatt  
Tennis Scotland  
Workforce Manager  
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