

## Participation Development Manager

<b>Responsible to</b>	<b>Head of Participation</b>
<b>Location</b>	<b>Tennis Scotland, Airthrey Castle, Hermitage Road, Stirling, FK9 4LA</b>
<b>Salary</b>	<b>COMPETITIVE (plus benefits)</b>

### 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 focused 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 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 Participation team is responsible for building stronger venues at the heart of our community, attracting more people playing tennis more often, and growing and developing a world-class Workforce. The Participation Development Manager will be responsible for leading all aspects of tennis development, including implementing the Tennis Scotland Participation strategy by engaging local partners to enhance delivery and increase opportunities for people of all ages, abilities and backgrounds to play tennis. The Participation Development Manager will also act as a national lead for an allocated development team function linked to Tennis Scotland's strategic objectives.

This role will require significant knowledge and experience within tennis and padel across all key functions. The Participation Development Manager will play a critical role in leading on development strategy and plans which support the tennis landscape, provision and operation in Scotland. The Participation Development Manager will work closely across Participation, Performance and Competitions within Tennis Scotland and with key partners LTA and **sportscotland**.

### Key Accountabilities

- The Participation Development Manager will be responsible through the Tennis Scotland Strategy and plan for achieving participation targets in: coaching, competition & officiating, disability tennis and adult and junior playing numbers.
- Implement the Tennis Scotland Participation Strategy by engaging and supporting local partners to enhance delivery and increase the opportunities for people of all ages, abilities and backgrounds to play tennis.

- Work directly with Participation Development Managers and the Competition and Performance teams to support strategies and plans in these areas to ensure tennis is inclusive, accessible, welcoming and enjoyable for people.
- Lead on the development and management of development budgets, working with the Head of Participation and Head of Finance.
- Lead on developing, influencing and managing relationships with a wide range of external stakeholders connected to tennis/padel to help ensure the development of strong national partnerships in order to deliver agreed strategies and plans.
- Establish and maintain strong working relationships with Tennis Scotland registered venues, local authorities, leisure trusts, commercial operators and the local tennis workforce.
- Lead local tennis/padel Participation Development Groups with key stakeholders in the local community and support tennis networks with the planning and delivery.
- Manage and develop key national accounts across clubs/venues, schools and education to support sustainable tennis/padel opportunities within their area.
- Identify and support key clubs/venues seeking to increase participation and assist them to develop and implement a plan to achieve their participation and development targets with the support of stakeholders.
- Provide specialist advice on general coach education and support provision, working with the Workforce Manager.
- Link with the Director of Operations to support with media exposure.
- Work with Districts and Counties to ensure there is good awareness of the Tennis Scotland Strategy in relation to Participation and support with development and delivery of local county plans aligned to the Tennis Scotland Strategy.
- Work closely with the Head of Competitions & Events to support the development and implementation of an annual calendar of competitive opportunities, maximising the number of people competing on a formal or informal basis in clubs, parks, schools and further and higher education establishments.
- Undertake additional duties as allocated from time to time by the Chief Executive.

## Person Specification

### Previous Experience of:

Success in a similar role with credible experience at management level.	Essential
Working effectively and collaboratively with a range of internal and external stakeholders.	Essential
Demonstrating exceptional personal communications skills with proven ability to build and maintain effective relationships and influence.	Essential
Leading a national sport development programme.	Essential
Excellent communication and interpersonal skills with the ability to build rapport, trust and a positive working environment.	Essential
Strong organisational time management skills and prioritisation skills, with evidence of developing and delivering operational plans to support strategic objectives and the delivery of agreed KPIs.	Essential
Experience of grant funding applications and managing associated KPIs	Essential
Leading, developing and motivating a diverse and geographically dispersed workforce	Essential
Experience and proven ability of monitoring expenditure and developing budgets.	Essential

### Knowledge, Training & Qualifications:

An understanding of District, County, National and GB Tennis structures.	Desirable
Sports Development and/or Sports Management qualifications, preferably to a degree level.	Desirable
Excellent communication and presentation skills with the ability to liaise and communicate with people at all levels.	Essential
Competent IT skills (Word/ Excel/ PowerPoint/ Databases/Microsoft Office/internet).	Essential
Full Drivers Licence.	Essential
PVG / Safeguarding	Essential

## Personal Attributes

<b>Teamwork</b>	<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>
<b>Inclusion</b>	<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>
<b>Ambition</b>	<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>
<b>Excellence</b>	<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>