



## HEAD OF PARTICIPATION & DEVELOPMENT

<b>Responsible to</b>	<b>Chief Executive</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 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 Participation team is responsible for building stronger venues at the heart of our Community, attracting more people playing tennis more often, delivering a range of facilities and venues fit for the future of our sport and growing and developing a World Class Workforce. The Head of Participation Development is a leadership role supporting the CEO and working alongside other Head of Departments to deliver the organisations key strategic objectives to open tennis up across Scotland.

This role will require significant knowledge and experience in: participation, venues, clubs, education facilities and facility development as well as coach, volunteer and wider workforce development. The role will also be required to work closely with the LTA’s Participation Directorate team, particularly the Regional Delivery Director, and Head of Club, Parks, Counties and Volunteering and Head of Education as well as **sportscotland** development teams in Workforce and Development.

### Key Accountabilities

- Implement and manage the strategic objectives of the organisation covering all aspects of coach development and support, volunteering, education, parks, facility development, clubs and CITCs and apprenticeship programme.
- Work closely with the CEO and contribute to the effective leadership of the organisation as a member of the Senior Management Team
- Provide effective leadership, support and line management to key personnel, including participation development managers, workforce development manager and the safeguarding officer.
- Contribute towards key strategic projects as appropriate
- Submit reports to the CEO in all matters of importance and all appropriate management matters including performance against targets and objectives

- Manage the Participation & Development budgets including SLTF, implementing appropriate monitoring systems and controls in conjunction with Head of Finance and Head of Operations
- Effectively manage resources responsible for Participation, Development, Workforce and Safeguarding
- Lead on the roll out of Padel tennis in Scotland, as well as other products and programmes in conjunction with the LTA and **sportscotland**.
- Establish and implement key operational processes and communications for internal teams and external membership to ensure effective management of the department
- Collaborate and work with partners and stakeholders to maintain and establish relationships ensuring clear communication to all
- Develop appropriate resources and support that will continually develop tennis membership
- Liaise with TS/LTA to continually develop participation across all target areas and appropriate measurement stats
- Ensure disability tennis participation and development is delivered as part of the overall development of the organisation
- Work with the LTA to roll out the LTA Youth programme across schools, clubs, venues and the coaching workforce
- Develop and increase opportunities for schools competitions nationally to develop continued growth
- Ensure clubs are offered appropriate and required resources as much as possible so that tennis clubs are developed in line with the strategy
- Work in collaboration with the LTA to roll out the national parks strategy to improve the journey to court and accessibility and sustainability of publically accessible park courts
- Put in place effective resource management to create club development plans to support club growth
- Develop appropriate relationships to deliver the facility strategy and growth plans to raise capacity for indoor and all year round tennis
- Work with stakeholders and partners to source and develop indoor solutions for the TSIT Fund
- Develop indoor club solutions developing target areas via appropriate analysis of demand and supply
- Develop appropriate partnerships to deliver the participation & development and workforce development opportunities and objectives
- Deliver an appropriate national workforce development programme investing resources to maximise returns and objectives
- Develop and deliver a new Workforce plan and infrastructure to include partnerships where appropriate and aligned to the strategic objectives of the organisation
- Manage and deliver the new coaching qualifications UKCC programme ensuring gaps are filled to continually develop an effective coaching workforce
- Assist the organisation in its goals to create new coaching jobs and roles to develop the capacity and opportunity for growth
- Specifically grow and develop opportunities linked to accessibility for target and protected groups via the Equality Diversity and Inclusion policy, e.g. develop female coaches within the growth of the coaching workforce, disability and all target areas
- Achieve and maintain 100% Compliance with Standards for Child Wellbeing and Protection in Sport
- Support the development of the British Tennis Safeguarding Minimum Standards and ensure compliance in Scotland
- Contribute to the Equality Diversity and Inclusion policy and objectives for the organisation

## Person Specification

### *Previous Experience of:*

A proven track record in professionally managing a large and diverse team based geographically to deliver outcomes linked to the strategic objectives for participation & growth in an organisation.	Highly Desirable
Ability to create, manage and monitor budgets in line with organisational policies & procedures.	Essential
Experience working with senior leadership colleagues including Board Trustees, senior	Essential

executive partners, policy makers, and executives in the sector	
Experience in a senior leadership position in the sporting / leisure industry	Highly Desirable
Knowledge of the sporting & leisure industry in Scotland and in the UK, with knowledge of facility operations, sports development, business planning & commercial decision making.	Essential
Excellent communicators with the ability to create presentations, present ideas, motivate and inspire people to effect change and achieve outcomes	Highly Desirable
Ability to link strategic objectives to operational plans for delivery of targets	Highly Desirable

*Knowledge, Training & Qualifications:*

Educated to Degree level or able to demonstrate a level of operational understanding consistent with Degree level	Essential
Coach Qualification	Highly Desirable
PVG / Safeguarding	Highly 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>Values</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>Ambitious</i>	<ul style="list-style-type: none"> <li>• Committed to growing the sport of tennis</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>