



PARTICIPATION DEVELOPMENT PARTNER

Responsible to	Head of Participation
Location	Flexible with travel required across Wales
Salary	£25,000 - £30,000 per annum plus benefits (pension, healthcare & car allowance)
Salary Hours	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 Participation Development Partner is critical in delivering our strategy across Wales; leading our participation priorities across the club, volunteer network, park and community tennis venues and education sites. This role requires expert planning, communication, and collaboration with the need to engage & influence multiple partners.

KEY ROLES & RESPONSIBILITIES

Tennis Clubs & Coaches

- Account manage registered venues & accredited coaches to develop long term business plans that grow participation, membership, revenue and modernise the governance & operating models of our registered venues.
- Support tennis venues, coaches & volunteers to understand their local demographics & develop solutions to attract people into tennis in an inclusive & accessible way with marketing, initiatives & technology.
- Work in a focussed way to help create meaningful links in Welsh communities, partnering tennis clubs & coaches with schools, community groups, parks & charities to grow participation and diversity in the sport.
- Work directly with tennis coaches & training providers to help grow the number of trained, qualified and accredited tennis coaches, supporting with expert advice to grow their business through the delivery of regular training & forums.
- Communicate with clubs & coaches in Wales, collaborating with the North & South Wales committee & colleagues to coordinate key messages, funding initiatives and the roll out of programmes in competition, coaching, volunteering & safeguarding.

Community Tennis

- Collaborate with local authority executives and elected officials to maximise park tennis facilities across Wales, developing business plans, attracting investment, installing the latest technology & booking systems and marketing accessible and low cost park tennis facilities to local residents.
- Work with our registered venues to further develop the Tennis Wales Hybrid Club model, encouraging pay and play and venue modernisation of booking processes alongside adoption of gate technology.
- Deliver our efforts to widen participation through our tennis for all initiatives such as Tennis for Free and the LTA SERVES programme. Ensuring tennis is seen as an accessible and engaging sport to play.

General

- Support the Head of Participation to develop & deliver our annual participation priorities, investing time & resources with excellence throughout the year in a focussed & coordinated way with the venues and projects capable of increasing participation across Wales.
- Lead & coordinate national projects, using insight, data & consultation to roll out national funding programmes & awards and coordinate our national accreditations & standards with key partners.
- Ensure registered venues in Wales are safe to practise, protecting children & vulnerable adults playing tennis across the country in partnership with colleagues in Tennis Wales and statutory agencies.
- Attend Tennis Wales, LTA and Sport Wales training throughout the year, acting as an ambassador for Tennis Wales, raising awareness of our work and contributing to tennis in Britain in a positive way.
- Manage budgets & investments in line with Tennis Wales policies and procedures, working closely with the Head of Participation and with the Tennis Wales Finance Officer to invest our funds appropriately.

PERSON SPECIFICATION

Experience developing action plans, business plans & local strategies using insight in a local area to grow participation & revenue.	Essential
Experience working with senior colleagues in partnership organisations and elected officials to build plans and investment strategies.	Essential
Ability to manage projects and time efficiently, working remotely across a large geographic area to deliver agreed outcomes in a focussed way.	Essential
Good IT skills and experience using Outlook and Microsoft packages including Word & Excel.	Essential
Full UK driving license.	Essential
Good communication & presentation skills, with experience delivering presentations to a wide and diverse audience as well as leading 1-2-1 meetings with partners.	Essential
Experience developing new facility projects, attracting support, fundraising & developing business plans and operating models.	Desirable
Experience establishing funding criteria, application processes and distributing funding to partners in a coordinated way.	Desirable
Knowledge & experience of working with tennis clubs, coaches and volunteers and diversifying communication types accordingly to the target audience.	Desirable