

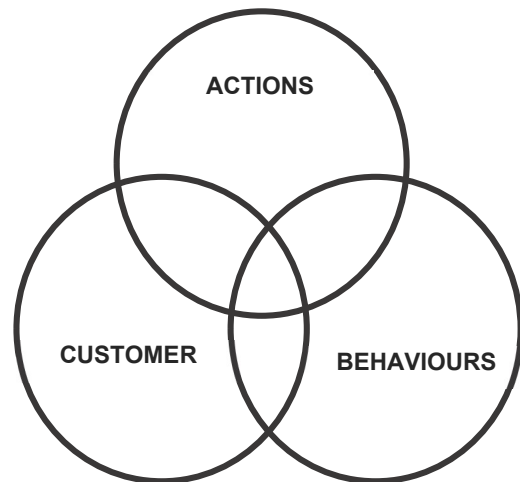
JOB DESCRIPTION

POST:	Tennis Assistant (Level 1)
JOB PURPOSE:	To assist the Tennis Manager and coaching team in expanding the Newport Live Tennis Programme. The Level 1 should be organised and have good communication skills. The successful applicant will help assist in organising Tennis Activity in line with the LTA Coaching Framework particularly with Tots and Youth Sessions.
RESPONSIBLE TO:	Tennis Manager
SALARY:	£12.00 per hour - £23,088 per annum (pro-rata) - Real Living Wage
KEY RELATIONSHIPS:	Tennis Manager, Tennis Support Officer, Tennis Coaches, Operational Management Team, Customer Service Team.
BASE LOCATION:	Newport Tennis Centre, Tredegar Park, Other Newport LIVE venues, local schools and other locations required for promotional activities.
MANAGEMENT RESPONSIBILITY:	None

I will be successful in my role when:

- All of my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

OPERATIONAL RESPONSIBILITIES:

- 1** Organise Tennis activity constructively and safely in line with the LTA and Newport Live framework.
- 2** Plan and deliver and assist with structured group lessons using the appropriate LTA Youth Resources for each lesson.
- 3** Maintain knowledge of Game situations and tactical intentions alongside the rules of tennis.
- 4** Have a full understanding of the structure of the LTA Youth Programme
- 5** Plan and deliver Tennis Tots sessions with Senior Coaches.
- 6** To support fellow coaches/assistants and the Tennis Manager in delivering the squad programme syllabus for all players currently on the Tennis Development Programme.
- 7** To Deliver School coaching programmes as directed by the Tennis Manager in line with the LTA Youth Schools Programme.
- 8** To set up and pack internal and external equipment so that facilities are ready and available for customers to use.
- 9** Organise and run competitions/leagues in line with Tennis Wales and Newport LIVE rules and regulations.
- 10** To provide assistance in all areas of the centre including coaching, events, sales, marketing and administration.
- 11** To assist the Tennis Manager in growing the Tennis Development Programme by proactively recruiting players through outreach and any other programmes directed by the Tennis manager.
- 12** To report to the Tennis Manager on all coaching matters when appropriate.
- 13** To maintain and be responsible for accurate administration records for all coaching sessions
- 14** Passionately communicate and promote the vision of Newport LIVE, Tennis Wales and the LTA
- 15** To ensure compliance with all statutory legal requirements and in particular the Health & Safety at Work Act (1974) and Child Protection Act.
- 16** To undertake training, as/when required, as part of the LTA Continuous Development Programme and as directed by the Tennis Manager.
- 17** To deliver excellent customer service by meeting and exceeding the Tennis programme minimum standards.
- 18** To attend Tennis Coach Forums/Meetings as and when required.

The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

LEVEL 1 TENNIS ASSISTANT – PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	<p>1.1 Hold a current Lawn Tennis Association Level 1 Qualification (C)</p> <p>1.2 Hold Current LTA Accreditation (C)</p> <p>1.3 Possess a knowledge of the LTA Youth development pathway and competition environments (A,I)</p> <p>1.4 Hold Current Emergency First aid Certificate (A,C)</p> <p>1.5 Hold Current Safeguarding Certificate (A,C)</p>	<p>1.6 Working with people with a disability in a sporting programme (I)</p> <p>1.7 LTA Youth Programme Training (A)</p> <p>1.8 LTA Youth Compete Training (A)</p> <p>1.9 LTA Tennis Leaders Award (C,A)</p> <p>1.10 Other UKCC sports qualifications (A,C)</p>
Knowledge, Skills & Competencies	<p>2.1 Possess excellent communication skills, verbally and written with colleagues, young people, and partner agencies (A,I)</p> <p>2.2 Possess excellent time management and organisational skills (A,I)</p> <p>2.3 Possess a customer focused approach (A,I)</p> <p>2.4 Ability to work on own initiative (I/T)</p> <p>2.5 Ability to work with young people from varying backgrounds and with children/adults with specific needs (I)</p> <p>2.6 Knowledge of tennis guidelines/standards (I)</p>	<p>2.7 Welsh speaking (A)</p>
Experience	<p>3.1 Experience of interacting with adults and young people and young people in a busy customer service environment (A,I)</p> <p>3.2 Experience of assisting within a Tennis Programme or Tennis Event (A,I)</p> <p>3.3 Experience of event and competition organisation (A,I)</p> <p>3.4 Experience of working in a Tennis Environment and coaching team (A)</p>	<p>3.5 Experience of promotion, sales and marketing of Tennis or sporting programmes (A)</p> <p>3.6 Experience of working in a Tennis Environment and coaching team (A)</p>

<p>Personal Attributes</p>	<p>4.1 Self-motivated and punctual (I)</p> <p>4.2 Patience and understanding whilst working with all pupils including children/adults/groups with specific needs (I/T)</p> <p>4.3 Display a professional attitude in approaching challenges in the workplace (I)</p> <p>4.4 Be able to show commitment to continuous personal development and willingness to continue training. (I)</p> <p>4.5 Able to work to tight deadlines and under pressure (A)</p> <p>4.6 Demonstrate high standards of personal appearance and maintenance of a clean working environment (A)</p> <p>4.7 Be physically able to undertake full duties of the role (T)</p>	
<p>Other</p>	<p>5.1 Ability to work flexibly including mornings, daytimes, evenings and weekends (A)</p> <p>5.2 Understanding and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport Live (I)</p>	

Method of assessment (* M.O.A.)

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre