

## **TENNIS WALES**

### **HEAD OF UNDER 10'S TENNIS**

## **Newport Tennis Centre & Tredegar Park**

**Grade 07 SCP 33 - £18.83 per hour**

**15 Hour Contract – Term Time Programme (39 Weeks)**

**The role is fixed term until 20/7/26, with potential to expand beyond this date should funding be extended for an additional year.**

*Benefits include: Annual Leave, Generous pension scheme, Free Newport Live membership, Discounted food and drinks in our cafes.*

Newport Live is an award winning not for profit sport, leisure, and cultural trust; and registered UK Charity with an excellent track record of delivering innovative programmes and services to our communities and residents that *'inspire people to be happier and healthier'*.

We are looking to recruit a suitably qualified Head of Under 10's Tennis to join our award-winning Tennis Development Team based at Newport Tennis Centre and the newly refurbished Park Tennis Courts at Tredegar Park. This role is delivered in collaboration with Tennis Wales.

The role will include coaching both group and individual sessions for players enrolled in the U10 Team Programme at Newport Tennis Centre, as well as identifying talent within the existing participation programme.

You will hold a minimum of an LTA Level 3 Qualification and a valid Coach Accreditation + Certificate along with the relevant experience within coaching, demonstrating the ability to deliver high quality tennis lessons to young people of LTA Regional Camp Standard within the Tennis Wales Performance Pathway.

The post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Disclosing and Barring Service (DBS) check.

For an informal discussion about the post please contact Newport Live enquiries on 01633 656757 and ask to speak with Luke Difranco, Tennis Manager, or email [luke.difranco@newportlive.co.uk](mailto:luke.difranco@newportlive.co.uk)

#### **Application Process**

You can download an application form and job description via the Newport LIVE website [www.newportlive.co.uk](http://www.newportlive.co.uk) alternatively they are available via e-mail request from [jobs@newportlive.co.uk](mailto:jobs@newportlive.co.uk)

Please return the completed application forms to [jobs@newportlive.co.uk](mailto:jobs@newportlive.co.uk)

- Closing Date January 3rd 2025
- Shortlisting the week commencing 6th January 2025
- Interview will take place in the week commencing 13th January 2025

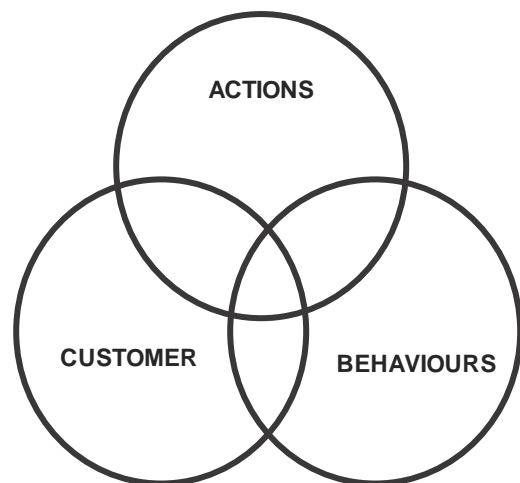
## **JOB DESCRIPTION**

<b>POST:</b>	HEAD OF UNDER 10'S TENNIS
<b>JOB PURPOSE:</b>	To lead the U10 Programme at Newport Live, which involves regular coaching of Red, Orange, and Green Squads, individual coaching, and competition support. The successful candidate must have experience developing players to an LTA Regional Standard within the Performance Pathway and supporting fellow coaches in their coaching delivery.
<b>RESPONSIBLE TO:</b>	Tennis Manager
<b>SALARY:</b>	Grade 07 SCP 37 (39-week, term time contract)
<b>KEY RELATIONSHIPS:</b>	Tennis Manager, Tennis Officers, Tennis Coaches, Operational Management Team, Customer Service Team and Parents within the U10 Programme.
<b>BASE LOCATION:</b>	Newport Tennis Centre, Tredegar Park, Other Newport LIVE venues, local schools and other locations required for promotional activities.
<b>MANAGEMENT RESPONSIBILITY:</b>	U10 Development Coaches, Assistant Coaches, Tennis Leaders

## 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 To lead the delivery of the Newport Tennis Centre U10 Programme including Group Coaching and Individual Coaching ensuring that there is a growing player base within the Development Programme.
- 2 To work with the Coaching Team to ensure delivery is consisting of LTA Youth Development

Principles to link to the U10 Development Programme whilst proactively sharing knowledge and standards within the programme.

- 3 Work with the U10 Lead at Tennis Wales to ensure delivery standards are linked to the LTA Player Pathway.
- 4 To be responsible for the administration of the U10 Development Programme with the Tennis Manager to include but not limited to; Talent ID, Competition Performance and a full U10 Player Database.
- 5 To ensure that LTA Accreditation Status is up to date along with First Aid and Safeguarding Certificates.
- 6 Commit to Continual Professional Development related to the U10 Programme through the Tennis Wales Coach Development Centres.
- 7 Give advice on tactical and technical improvement for the wider programme at Newport Tennis Centre.
- 8 To support fellow coaches/assistants and the Tennis Manager in delivering the U10 programme syllabus for all players currently on the Tennis Development Programme.
- 9 To be responsible for the Increase of Competition Metrics of players enrolled into the U10 Programme such as tournament visits and match tracking along with the Education of Parents within the programme.
- 10 To be responsible for the Tennis Wales Venue Scorecard ensuring data is up to date and accurate.
- 11 To report to the Tennis Manager and the U10 Lead at Tennis Wales on all coaching matters when appropriate.
- 12 To maintain and be responsible for accurate administration records for all coaching sessions including correct payment plans for squads.
- 13 Communicate and promote the vision of Newport LIVE and the Tennis Wales with passion.
- 14 To set up and pack away internal and external equipment so that facilities are ready and available for customers to use.
- 15 Ensure all storage areas are kept clean, safe and tidy.
- 16 To constantly examine all equipment, materials and venues and take the appropriate action to remedy the issues or report any defects / hazards immediately to the operational management team to action.
- 17 To ensure compliance with all statutory legal requirements and in particular the Health & Safety at Work Act (1974) and Child Protection Act.

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.

## HEAD OF UNDER 10'S TENNIS – PERSON SPECIFICATION

Area	Essential	Desirable
<b>Qualifications</b>	1.1 Hold a minimum of a current Lawn Tennis Association Level 3 Qualification (C)	1.7 Working with people with a disability in a sporting programme (I)

	<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 LTA Youth Training (A)</p>	<p>1.8 LTA Youth Compete Training (A)</p> <p>1.9 U10 Development Training Tennis Wales/LTA CPD (A, C)</p> <p>1.10 Other UKCC sports qualifications (A, C)</p>
<b>Knowledge, Skills &amp; Competencies</b>	<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 Knowledge of the LTA Performance Pathway (A, I)</p>	<p>2.8 Welsh speaking (A)</p>
<b>Experience</b>	<p>3.1 Experience of working with U10 Tennis Players and communicating with adults in a busy customer service environment (A, I)</p> <p>3.2 Experience in developing players to a LTA Regional Camp Standard (A, I)</p> <p>3.3 Experience of event and competition organisation (A.I)</p> <p>3.4 Experience of managing a Team of assistants to coordinate appropriate delivery within sessions (A)</p> <p>3.5 Experience of managing a Talent ID process to recruit players to a Development Programme (A, I)</p>	<p>3.6 Experience of promotion, sales and marketing of Tennis or sporting programmes (A)</p> <p>3.7 Experience of working in a Tennis Environment and coaching team (A)</p> <p>3.8 Experience of delivering at an LTA Regional Camp (A)</p> <p>3.9 Experience of working as part of an LTA Regional Player Development Centre (A)</p>

<b>Personal Attributes</b>	<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>	
<b>Other</b>	<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