



Wiltshire Tennis – Coach Workforce Lead

Job Description

Wiltshire Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Wiltshire Tennis.

The management of Wiltshire Tennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn takes responsibility for the administration and development of tennis throughout the County as well as all remunerated roles required to support the work of the Association. The vision and mission of Wiltshire Tennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable.

The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion and encourage people from all backgrounds and experiences to apply to join Wiltshire Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equality, diversity and inclusion into all work and functions.

Role of the Coach Workforce Lead

The Coaching Workforce area is a key priority for Wiltshire Tennis. Therefore, we are looking for an enthusiastic, motivated individual who is passionate about tennis and could work closely with the County and the LTA Regional team to support with the retention and recruitment of coaches in the County.

Specific Responsibilities of the Wiltshire Workforce Lead

- To manage the Coach Workforce Project Co-ordinators
- To work with key Wiltshire Tennis and LTA Regional colleagues to support in the development of an annual county workforce plan that aligns with Wiltshire's strategic plan.
- To work with LTA regional colleagues and the Coach Development Centre (CDC) and organise 2 / 3 bespoke Coach Network Events each year.
- To organise informal coach network opportunities during the year, e.g. coffee mornings/zoom sessions
- To facilitate the coach network social media groups and/or other ways of staying in touch and engaging with coaches in the county.
- To promote and support the coach bursary scheme for Wiltshire.
- To liaise with Wiltshire Tennis regarding the workforce budget.
- To communicate any issues that coaches in Wiltshire are experiencing to the relevant parties.
- To share ideas and initiatives that may be beneficial to coaches in the county.
- To link local coaches providing information on local qualification, CPD and / or mentoring opportunities.
- To meet at least x 3 times per year with the LTA and CDC to review, provide feedback on coach qualification and CPD calendar for Wiltshire.
- Encourage entries in the LTA tennis awards in the category Coach of the Year.
- Work closely with Management Committee colleagues, Performance Manager, Competition Co-ordinator and County Administrator

Skills and Knowledge of the Workforce/Coaching Lead

- Be a minimum Level 3 LTA-accredited coach and able to demonstrate expertise and credibility in working and supporting coaches.
- Be passionate about connecting people, sharing best practice, and creating a coaching community.
- Excellent communication and inter-personal skills and have the ability to work in partnership with key stakeholders, e.g. LTA, CDC, Active Partnership, venues and other community groups
- Knowledge of tennis and tennis club management, and of LTA direction and activities
- Good understanding of the core role of the County and associated resourcing requirements.
- An ability to work on their own initiative and as part of a team.
- To understand the nature of a committee-led, voluntary organisation.
- Previous and proven administration experience working with coaches would be desirable.
- To offer balanced and informed communications to coaches.
- To understand the importance of CPD for coach development.
- To work independently, reliably, and flexibly.
- To act fairly and neutrally, considering the best interests of various coaches and venues in the county.
- Able to demonstrate an understanding of equality and diversity, safeguarding and their practical application to this role.
- Enthusiastic, friendly and approachable.

Special requirements

- Coaches must be minimum Level 3 Accredited

Number and Frequency of Meetings

- Attend Management Committee Meetings when required.
- Additional meetings may be arranged at the discretion of the Chair to respond to the activities of the Committee and its members.
- Attend Wiltshire Coach Network meetings.
- Attend meetings with the LTA Regional team and CDC to review, provide feedback on coach qualification and CPD calendar for Wiltshire
- Attend Wiltshire venue forums, coffee mornings when required.
- Attend any special events and visits mostly in the County which require the Workforce/Coaching Lead's presence to represent Wiltshire Tennis.

Location

The role of the Workforce Lead will mostly be carried out from home. Travel to various meetings will be necessary as well as to specific visits and events mostly within the County.