



Job Title: Lead Community Tennis Coach

Unit/School: Cardiff Met Sport

Grade: 4A/B

Core purpose of role

The Lead Community Tennis Coach will take responsibility for the growth and delivery of Cardiff Met Tennis' junior and community coaching programmes. Working with the Head of Tennis and supported by assistant coaches, the Lead Community Tennis Coach will ensure an efficient and professional coaching service that is underpinned by the tennis department's strategic vision; Education for Life through Tennis.

This position will be responsible for the community programme being delivered across multiple sites, currently including Cardiff Met Cyncoed Tennis Centre and Llandaff Park Tennis Courts. The Lead Community Tennis Coach must be able to work evenings and weekends and lead our large team of assistant coaches.

The Lead Community Tennis Coach will be part of the Cardiff Met Sport department created to deliver sport & physical activity at Cardiff Metropolitan University and across our communities. Through working within this department, the Lead Community Tennis Coach will have access to a wide variety of expertise and have the opportunity to build a unique tennis coaching programme.

Key responsibilities and contributions

- To deliver the Cardiff Met Junior, Schools, and Community coaching programmes across multiple sites.
- To deliver Cardiff Met Tennis holiday camp provisions with support of the Head of Tennis.
- Assist Head of Tennis with administration duties required to grow and undertake the junior and community coaching programmes.
- Working with the Head of Tennis, contribute towards defined income and participation targets.
- To engage with the wider Cardiff Met Sport team to create innovative opportunities to deliver tennis.
- To manage the registration, assessment and progress of each player under your supervision.
- To be a point of contact for Cardiff Met Tennis community coaching enquiries including junior and adult and to direct any appropriate enquiries to the Head of Tennis.
- To coordinate assistant tennis coaches, students and volunteers working on the community tennis coaching programmes.
- Manage their own and the coaching teams coach accreditations, and commit to continual professional development provided through the Coach Development Centre, wider stakeholders and providers.
- To be aware and to act in accordance with current legislation in terms of Child Protection and Health & Safety.



- To ensure Cardiff Met Sport EDI framework is embedded into all Cardiff Met community coaching programmes.

Person specification

Essential qualifications / Professional memberships

- LTA Tennis Coach (Level 3) or higher
- LTA Coach Accreditation +

Essential experience, knowledge and skills

1. Ability to deliver tennis coaching in a professional environment to multiple age groups and abilities.
2. Experience of delivering coaching throughout a termly programme as well as delivering tennis through holiday camps.
3. Ability to lead a team of coaches and a passion for developing young coaches.
4. Ability to plan and deliver progressive tennis lessons across termly/annual blocks.
5. Experience communicating with parents/guardians and other external stakeholder.
6. Ability to grow a sporting programme with off court responsibilities.
7. Experience of working with booking systems and administrative duties.
8. Understand how to plan and prepare inclusive, safe and effective coaching sessions tailored to the needs of a range of participants.
9. Understanding of governing body sports development plans and initiatives.
10. Understanding of Child Protection policies and the importance of safeguarding

Desirable

1. Relevant university degree alongside coaching qualification.
2. Have experience of delivering tennis across multiple disabilities.
3. Ability to speak Welsh.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user				



Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post requires an enhanced DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University’s policies and procedures.