



Job Title: University Tennis Coordinator

Unit/School: Cardiff Met Sport

Grade: 2A/B

HERA: CMETS151

Core purpose of role

Cardiff Metropolitan University is seeking to recruit a graduate with experience in tennis development to work and study at the University for a two-year period. This is an opportunity to combine part-time postgraduate study, tennis coaching and club development whilst at a leading higher education sport institution. The successful candidate will be expected to work on a year-round, part time basis, 15 hours per week. They will be based on the Cyncoed Campus but work between both Cyncoed and Llandaff.

The UTC is principally accountable for increasing levels of student participation in Tennis. They will contributing to the delivery and execution of our vision 'education for life through tennis', the post holder will work closely with the Head of Tennis, Cardiff Met Student Union, Cardiff Met Sport, Academic staff, Tennis Wales and the LTA.

This is a developmental role, designed for those interested in undertaking a career in tennis. Successful candidates will be those who have a clear vision of how to enhance the student tennis experience whilst understanding how this role can suit their own personal career ambitions.

Key responsibilities and contributions.

- Increasing the level of student tennis participation at Cardiff Met through a variety of means. Developing and implementing a system to monitor the levels of participation, competition and retention.
- Developing internal and external competitive opportunities for all levels of player.
- Establishing and developing a tennis volunteer programme.
- Compete for the University in the BUCS competition and assisting with team training as appropriate.
- Establishing events that would include other universities.
- Assisting with the publicity of the student programme internally and externally, and the recruitment of students to the tennis teams and tennis club



- Support the planning and implementation of a tennis workforce development programme that aligns with Met Sport and NGB objectives, ensuring appropriate student engagement
- To carry out any other duties as appropriate in line with the grade of the role that may be requested by the Head of Tennis.

Person specification

Essential qualifications / Professional memberships

- Must meet the entry requirements for a Master's degree and be currently enrolled on, or due to commence, a Master's programme at Cardiff Metropolitan University for the duration of the appointment.
- LTA-accredited tennis coaching qualification - minimum Level 1 with a commitment to work towards Level 2 within 12 months of joining.

Essential experience, knowledge and skills

1. Knowledge of the tennis industry, including club environments, competition structures, qualifications, new and upcoming trends.
2. Understanding of BUCS Tennis and competition structure.
3. Demonstrable ability to perform tennis to a standard appropriate for university competitive play.
4. Understand how to engage, communicate, obtain feedback and support participants in the safe enjoyment of tennis activities.
5. Knowledge of welfare needs and how to positively manage student behaviours.
6. Understand how to provide and work under appropriate supervision and within professional boundaries.
7. Understand how to plan and prepare inclusive, safe and effective tennis activities tailored to the needs of a range of participants.
8. Knowledge of roles required for a successful tennis club, (including coach, players, volunteers etc) and what each role requires in line with policies and procedures.
9. An ability to positively influence students through leading by example and creating a supportive club culture.



Desirable

1. LTA-accredited tennis coaching qualification - Level 2+.
2. Ongoing engagement in subject related Continuing Professional Development (CPD), such as formal or informal learning beyond qualifications.
3. Understand how the LTA and Tennis Wales support Cardiff Met Tennis.

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.