



Job Description and Person Specification

County Tennis Manager

This Association has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

SECTION A: Role Profile

Role Title	County Tennis Manager
Responsible to	H&W LTA County Chair
DBS Check	Basic
Location	County Office, Manor Park Sport Club, Malvern, Worcestershire. WR14 2TL. There may be flexibility for some working from home arrangements.
Salary	£22,464 per annum (32 hours per week)
Annual Leave	30 days per year (inc Bank Holidays).

1. Role Purpose

H&WLTA supports tennis across the County of Herefordshire & Worcestershire and works alongside the LTA to try and make the sport accessible and open to all.

The role of County Tennis Manager is to manage the County's activities effectively and efficiently, supporting the development of its registered venues and players, coaches, officials and volunteer workforce.

2. Key Responsibilities

2.1 Main Duties

- To manage contact from registered venues and players, coaches, officials and volunteer workforce across Herefordshire and Worcestershire, communicating County, Regional and National initiatives and matters, utilising Salesforce reports.
- To develop and deliver a venue cluster approach across the County to connect local venues and encourage further engagement.
- To develop and deliver the annual programme of venue forums, coach network events and webinars as arranged throughout the year, including evening meetings, collaborating with the regional team to ensure a joined-up approach.
- To create and deliver development projects as identified by the County Management Team.
- To be responsible for the effective and efficient organisation of the following competitions:
 - The Herefordshire and Worcestershire National Summer and Winter Leagues
 - The Annual County Championships
 - The County Schools Competitions (Scott and Smythe Cups)
 - The Play your Way to Wimbledon County Finals
 - The Schools LTA Youth Leagues

- To be responsible for the administration relating to junior county training sessions, junior county teams and the Open age and Senior County teams, including Inter County Leagues & closed competitions.
- To be responsible for connecting with Community Champions in the County on the online volunteer community and for promoting wider volunteer opportunities.
- To be responsible for promoting the LTA Awards and encouraging local nominations across all categories and for organising County Award ceremonies or events.
- To be responsible for delivering the Open Court Programme within the County.
- To create new or amend existing County Policies and Procedures as required.
- To maintain effective records relating to venues, County Team members and coaches as required.
- To provide a report on the administration of County activities and to attend the annual programme of County Management Team Meetings (approximately six meetings per year).
- To undertake any other duties as directed from time to time by the County Chair.

2.2 People

- To be responsible for the day-to-day line management of the Assistant County Tennis Manager, undertaking regular performance and development review meetings.
- To be responsible for working with the LTA Workforce Development Partners to co-ordinate Qualification and CPD locally.

2.3 Financial

- To be responsible for the day to day financial management of the County, including responsibility for managing the income/payments received from LTA accounts and to assist the County Treasurer in the preparation of annual budgets.
- To be responsible for supporting the promotion of the LTA Quick Access Loan scheme and to administer the County Interest Free Loan scheme and any other grants as may be awarded each year.

2.4 Buildings & Equipment

- To be responsible for the day to day running and management of the County Office and County ICT and other equipment, liaising with the Manor Park Sports Club as necessary.
- To be responsible for the management of County clothing and tennis balls.

2.5 Other

- To be responsible for adhering to legislative requirements and County Policies and Procedures including, but not exclusively Safeguarding, Whistle Blowing, Photography and Filming, Online Safety, Codes of Conduct, Anti-Bullying, Diversity and Inclusion, GDPR and Privacy.

SECTION B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	5 GCSE's Passes (at grade C/4 and above) including Maths and English	Sports Management related qualification or similar	Certificates at application stage (predicted grades will be accepted – subject to evidence provided)

Experience & Knowledge	Experience of creating and delivering projects	Experience of creating and delivering community sport and physical activity projects	Interview / Application
	Experience of organising activities and events		Interview / Application
	Experience of working with partners	Experience of working with venues, volunteers and/or community organisations in a sporting context	Interview / Application
		Experience of creating new or amending existing Policies and Procedures.	Interview / Application
		Experience of managing others	Interview / Application
		Experience of financial management	Interview / Application

Skills & Abilities	Excellent written and oral communication skills		Interview
	Ability to programme and to prioritise personal workload to work to timescales		Interview
	Strong interpersonal skills with the ability to maintain effective working relationships and to work on own initiative and as part of a team.		Interview
	Ability and willingness to travel across the county to visit projects and meet partners.		Interview

Behaviours	Excellence - You deliver a high quality service to meet customer, organisational and personal expectations and adopt a 'can do' attitude.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview
	Trust and Respect -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues, and searching out expertise and solutions from relevant partners.	Interview
	Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview

Compiled/Reviewed by:	Ed Bradford/Jo Marks
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Section C: Additional Information

Health and Safety

Health and safety laws require all employees to help the County maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request in meeting their health and safety legal responsibilities.

Information Management

As an employee of the County, the post holder will be expected to ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

Variations to Job Descriptions

Due to changing demands, duties and responsibilities are likely to vary from time to time and the County therefore retains the right to amend job descriptions to reflect changing requirements.