# Tennis Development Coordinator

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| Department/Division/Faculty: | Sport & Leisure / Move Imperial |
| Campus/Location: | Ethos Sports Centre, Campus Services, Tennis Facilities, MediaWorks |
| Job Family/Level: | Operational Services / Level 1B/ ([Salary scales](https://www.imperial.ac.uk/human-resources/pay-and-pensions/salaries/)): Part-Time hours |
| Responsible to: | Sports Development Manager |
| Line management for: | N/A |
| Key working Relationships (Internal): | Imperial Staff, Students, Tennis Club Members |
| Key Working Relationships (External): | Members of the Public and External Facility Users, Guests, LTA and Suppliers |
| Contract type: | Casual Part-time, Fixed term 1 year: Flexible Working Hours. 17 hours working weeks, 3 days office during BUCS Season, less during out-of-season time. |

## Purpose of the Post

The role will work with the Move Imperial team, Imperial College Lawn Tennis Club, and Imperial College School of Medicine Tennis club to develop new tennis sessions and recreational league to increase participation. It will work directly with the university tennis clubs and teams to oversee coaching, ensuring there is a consistent approach to delivery and development of players. Working with the LTA and wider stakeholders the role will be responsible for overseeing the development of a full tennis pathway, as well as supporting workforce development opportunities.

## Key Responsibilities

* To organise a programme of tennis activity across each term to engage new regular participants.
* Undertaking basic office administration tasks in relation to Tennis activity including, but not limited to; diary and email management, recording of data and marketing and communications.
* To work in partnership with appropriate University Schools/Faculties & Departments, LTA, Active Partnership, and Community Clubs in order to assist in identifying opportunities that increase engagement levels, adding value to the student experience and the health and wellbeing of all our university communities.
* To support the development of a central tennis hub across the institution, amalgamating the participation and competition offers through one access point
* To assist with growing links and associations between the Universities participation programmes, the University tennis clubs and community providers in order create a clear pathway for our audiences.
* To support the marketing for the tennis offers, ensuring the effective promotion of the sport, within the University and, as appropriate, outside of the institution.
* Maintaining communication with The LTA to understand the NGBs products and programmes, linking delivery of these where gaps in Move Imperial provision has been identified (disability / cardio tennis).
* To recruit and support tennis volunteers and leaders, working with Move Imperial and community providers to provide access to qualifications and volunteer opportunities,
* To support the production of reports, covering participation levels and an annual report.
* To ensure the delivery of excellent customer service.
* To ensure that confidentiality of information is maintained in line with data protection requirements and University Policy.
* To ensure compliance with all University Health and Safety requirements.
* To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

## Person Specification

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| Requirements Candidates/post holders will be expected to demonstrate the following: | Essential (E)/ Desirable (D) |
| Education |  |
| Education to degree level or equivalent | (D) |
| LTA Tennis Coaching Qualification lv. 1 or above  Continued Professional Development in Coaching or Sports Development | (E)  (D) |
| Experience |  |
| Previous experience of working in a similar environment | (E) |
| Experience of working in a higher education environment  Experience of Tennis coaching | (D)  (D) |
| Knowledge |  |
| Understanding of Equal Opportunities within the context of a student leisure environment | (E) |
| Skills & Abilities |  |
| Evidence of first-class organisational skills | (E) |
| Self-motivation and ability to work independently as well as part of a team | (E) |
| Ability to work with a diverse range of people, including students, academic and non-academic staff and the local community | (E) |
| Excellent verbal and written communication skills | (E) |
| Ability to collate data or information in a meaningful format | (E) |
| An understanding of the basic principles of statistics | (D) |
| Flexibility of hours to fit with the Tennis activities | (E) |
| A strong understanding, and competent in the use of, IT systems and programmes, covering email, word processing, spreadsheets, presentations and databases  First aid qualification | (D)  (D) |

## Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

[Our values](https://www.imperial.ac.uk/about/values/) are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

* Respect
* Collaboration
* Excellence
* Integrity
* Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment [on our webpages](https://www.imperial.ac.uk/equality/).

July 2025