

Title Tennis Programme Coordinator
Team Competitions and Performance
Manager National Performance Manager



ABOUT BUCS

For over 100 years British Universities and Colleges Sport (BUCS) has been at the forefront of university sport in the United Kingdom.

Our ambition is to deliver exceptional student sporting experiences that inspire, develop and unite.

BUCS works with its member institutions to get more students active more often, through traditional competitive sport and providing physical activity opportunities.

By joining us, you will be a part of a vibrant and inclusive community, working to inspire and engage students across the nation.

JOB DESCRIPTION

Main Purpose(s)

This role sits at the centre of BUCS' partnership with the Lawn Tennis Association (LTA), connecting national competition delivery, member communication, workforce development, and insight-led growth across tennis and padel in higher education.

As part of the Lawn Tennis Association's (LTA) partnership with British Universities and Colleges Sport (BUCS), this role will support the development of competition and workforce activity across higher education tennis and padel.

The post holder will coordinate delivery of the BUCS Team and Individual Tennis Competition Programmes, manage communications with member institutions and competitors, support workforce development opportunities, and use data and insight to continually improve participation and outcomes across all student levels.

Main duties and responsibilities

Competitions, Administration and Delivery

- Serve as the primary point of contact for all BUCS Tennis competitions queries, including:
 - League and Knockout Fixtures.
 - BUCS Tennis Event Programme.
 - Rules and Regulation queries from member institutions.
 - Provide timely, accurate responses to ensure smooth competition delivery.
- Generate and manage fixtures for Men's and Women's Premier (National) League competitions, ensuring alignment with the wider LTA and professional tennis calendar Coordinate and manage both competitions administrative delivery.
- Manage the fixture and results data transfer between the LTA and BUCS Play systems, specifically:
 - Support team captains with results submission to the LTA system.
 - Serve as the main point of contact for queries from member institutions regarding results submission process and troubleshooting.
- Deliver inclusive BUCS Tennis events by organising, promoting and attending:
 - BUCS Premier (National) Super Weekends.
 - BUCS National Championship, Vase and Trophy Finals.
 - BUCS Individuals Championship (Qualifying and Finals) and BUCS Doubles Championship.
 - BUCS Wheelchair Tennis Championships.

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- Support third-party delivery of the BUCS Padel Championships in liaison with the LTA.
- Conduct annual Padel programme review with the LTA to evaluate efficiency, participation and student experience, identifying improvements and opportunities for growth.

Workforce Development, Participation and Growth

- Support student workforce development by working with LTA-funded universities to facilitate and grow the student tennis and padel workforce pathway, including coaches, officials, and other support roles.
- Support the LTA and its funded universities with innovative workforce development opportunities for students including the promotion of student specific courses and the coordination of the student officiating programme, aligning to the delivery of BUCS and HE programmes.
- Promote and support facilitation of LTA training and development events, including:
 - National Universities training sessions
 - Captains and Coach development sessions.
 - Other relevant LTA/BUCS education and support sessions
 - Ensure appropriate BUCS representation and attendance.
- Lead delivery of annual LTA-BUCS partnership projects, as agreed through annual objective-setting meetings with the LTA.

Data, Reporting and Insight

- Produce bi-annual reports for the LTA on BUCS Tennis competition programme performance, including:
 - Collation and analysis of fixture completion rates and participation statistics (by institution, level, and demographic)
 - Identification of growth trends and areas requiring intervention or support.
- Promote LTA Advantage Membership to all BUCS Tennis and padel players, tracking and reporting on uptake rates.
- Increase results submission completion rates through proactive support, communication, and troubleshooting with member institutions.
- Use BUCS and LTA data to identify trends and opportunities; inform recommendations for continuous improvement to tennis and padel competition and participation pathways.

Governance and Stakeholder Engagement

- Facilitate and schedule Tennis League Management Committee (LMC) meetings in liaison with the BUCS National Performance Manager, including:
 - Arranging meeting dates, venues (in-person or virtual), and logistics.
 - Distributing agendas, papers, and minutes.

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- Attend and provide administrative support for BUCS Tennis Sport Advisory Group and Tennis League Management Committee meetings, including:
 - Taking accurate meeting minutes and action logs.
 - Supporting the meeting Chair with pre-meeting administration.
 - Distributing post-meeting communications and tracking action completion.
- Engage with member institutions (particularly LTA-funded universities) to support the development and promotion of social and recreational tennis and padel opportunities, encouraging student participation at all levels.

Communication and Social Media

- Implement and manage the BUCS Tennis social media strategy across @BritUniTennis and other designated platforms, including:
 - Publishing regular content promoting competitions, results, player stories, and opportunities.
 - Tracking engagement metrics and reporting on reach and impact quarterly.
 - Coordinating with member institutions and athletes to source and amplify content.

Other Responsibilities

- This role will involve weekend and evening work during the competition season (September – May) and overnight stays at BUCS events.
- Regular travel across the UK is essential, therefore the post holder must have a clean driving licence and be a confident driver.
- Professionally represent BUCS at all times, embodying the BUCS values (Inclusive, Respectful, Innovative and Dynamic) in all interactions with members, partner organisations and colleagues.
- Attend all mandatory BUCS staff, Competitions and Performance Team meetings, actively contributing where appropriate.
- Undertake quarterly visits to member institutions to maintain relationships, gather feedback and support local programme delivery.
- Perform all duties in full compliance with BUCS policies, procedures, and safeguarding requirements.
- Undertake other reasonable administration and support tasks as necessary to ensure the effective running of BUCS operations and the tennis and padel programmes.

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PERSON SPECIFICATION

BUCS is a Disability Confident Committed and Equal Opportunity Employer. We value diversity and are committed to fostering an inclusive and supportive work environment. We make all employment decisions without regard to age, national origin, race, ethnicity, religion, belief, gender, sexual orientation, disability, or any other characteristic protected by law.

Research shows that some people don't apply for a role if they feel they do not meet 100% of the person specification. We encourage you to apply for this role if you feel you meet the key skills and knowledge listed below, even if you feel you do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

Essential skills and abilities

- Strong administrative, data management, and planning skills with proven ability to manage multiple priorities, meet strict deadlines, and maintain accurate records.
- Demonstrated experience coordinating competitions, sporting events, or complex projects, with evidence of delivering on time and to specification.
- Ability to work collaboratively with colleagues and independently, with excellent interpersonal, teamwork, and communication skills. Comfortable engaging with diverse stakeholders (institutions, athletes, governing bodies).
- Strong analytical and problem-solving skills, with the ability to develop pragmatic, creative solutions and adapt flexibly to changing circumstances.
- Proven experience working with multiple, sometimes competing, stakeholders to deliver programmes and events. Good negotiation and influence skills.
- Commitment to delivering responsive, high-quality customer service in line with BUCS values.
- Proficiency with competition management systems (e.g., BUCS Play or equivalent) and social media management tools.
- Full UK driving licence with a clean record.

Desirable knowledge or experience

- Knowledge of the LTA, domestic tennis in the UK, wider NGBs competition structures, and player development pathways. Understanding of the grassroots-to-elite pathway.
- Understanding of BUCS competitions, Higher Education sports delivery structures, competition calendars, league formats, and championship structures.
- Previous experience in a similar coordinator, officer, or administrative management role, preferably in sports or event delivery.
- Experience managing departmental budgets or project budgets, with support from senior colleagues.
- Relevant LTA-based qualifications or courses, such as:
 - Level 1 or 2 Coaching.
 - LTA Officiating/Umpiring.
 - Other LTA CPD or development courses.
- Existing knowledge of university structures, student demographics, or HE sports delivery models.
- First Aid at Work certification or other relevant health, safety, or safeguarding qualifications.
- Experience with event management software, customer relationship management (CRM) platforms, or data analysis tools.

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Equality Statement

BUCS is committed to equality, diversity, and inclusion. We aim to create an environment where all employees, regardless of their background, identity, or characteristics, feel valued and included. We actively encourage applications from underrepresented groups and are committed to providing reasonable adjustments where needed to support your application and employment with us.

All BUCS employees are expected to uphold our values and commitment to creating an inclusive workplace for all.

Safeguarding

This role involves working with students and requires a commitment to safeguarding their welfare. You may be required to undertake background checks as part of the recruitment process and maintain compliance with all BUCS safeguarding policies and procedures.