



<b>Title</b>	Tennis Programme Assistant
<b>Employer</b>	British Universities & Colleges Sport (BUCS)
<b>Business Area</b>	Sport – Competitions and Performance
<b>Manager</b>	National Performance Manager
<b>Contract</b>	Fixed term role to 31 December 2021

## **JOB DESCRIPTION**

### **Main purpose**

As part of the Lawn Tennis Association's (LTA) partnership with British Universities and Colleges Sport (BUCS), this role will provide support to the Tennis in Universities strategy, focusing on; communications with stakeholders in the sector, coordinating the delivery of the BUCS Team and Individual Tennis Competition Programmes, and providing data and insight on Higher Education Tennis activity in the sector.

### **Main duties and responsibilities**

- Provide administrative support to the BUCS Tennis Competition Programme by:
  - Providing a point of contact for any team match or individual event queries
  - Collating and answering any queries related to the sport specific Tennis Rules and Regulations; including liaising with the BUCS Sport Compliance and Governance Manager to ensure regulations are annually reviewed and improved
- Working with the BUCS Competitions Team, provide regular reports to the LTA on the BUCS Tennis Competition Programme; including collation and analysis of fixture completion data and participation statistics, to highlight growth trends and areas for intervention.
- Support the transfer of fixture and result data between the LTA and BUCS Play systems by:
  - Supporting BUCS Tennis captains with the inputting of BUCS results to the LTA, acting as the contact for any queries from institutions and their teams regarding tennis results submissions
  - Increasing the percentage of completed results submitted to the LTA, ensuring that all players in the BUCS leagues have a British Tennis Membership
- Lead the delivery of BUCS' Tennis events; including organising, promoting and attending at the BUCS National Premier League Super Weekends, BUCS National Team Finals and BUCS Individual Championships Qualifying and Finals.
- Play a lead role in coordinating and developing the promotion of British Universities Performance Programmes; including World University Games.
- Support the administration of the TASS programme in universities including reporting procedures, and the organisation of camps and friendly national / international matches for TASS players.
- Support the LTA in the promotion of their tennis programmes for institutions including playing a lead role in delivering the competition offer for players who don't make the BUCS teams and coordinating activity related to the Student Tennis Network.



<b>Title</b>	Tennis Programme Assistant
<b>Employer</b>	British Universities & Colleges Sport (BUCS)
<b>Business Area</b>	Sport – Competitions and Performance
<b>Manager</b>	National Performance Manager
<b>Contract</b>	Fixed term role to 31 December 2021

- Support BUCS and the LTA in planning and delivering year-round social media content to report on and promote all aspects of Higher Education tennis
- Promote, support and attend LTA events and training as required including University Tennis Coordinator (UTC) training and to support the BUCS Tennis Sport Advisory Group (SAG) under the guidance of the BUCS Head of Sport Delivery and Performance.

### **Other**

1. Undertake duties as can be reasonably expected to ensure the smooth running of BUCS and in compliance with BUCS policies.

This role may involve weekend and evening work and overnight stays at BUCS events.

## **PERSON SPECIFICATION**

### **Qualifications (Desirable)**

- Degree or equivalent
- Officiating, coaching or other LTA based qualification/course

### **Essential knowledge and experience**

1. Experience of sporting competition structures
2. Knowledge of university structures and sport delivery models, especially within Tennis

### **Desirable knowledge and experience**

3. Experience of competition management systems
4. Experience of administrating sporting offers – leagues and/or events
5. Understanding of BUCS sport and Higher Education structures, competition and event schedules, leagues and championships
6. Knowledge of CRM email software and social media management tools and their application
7. Experience of working with multiple stakeholders to deliver a project, programme or event
8. Knowledge of various NGB competition structures and player pathways
9. Experience of working in a membership organisation
10. Experience of implementing change within sporting competition structures



**Title** Tennis Programme Assistant  
**Employer** British Universities & Colleges Sport (BUCS)  
**Business Area** Sport – Competitions and Performance  
**Manager** National Performance Manager  
**Contract** Fixed term role to 31 December 2021

**Essential skills and abilities**

11. Excellent planning and organisational skills
12. Ability to think logically and consistently
13. Good people skills, ability to negotiate
14. Ability to develop creative solutions to problems
15. Excellent communication skills both written and verbal
16. Good administrative and data management skills
17. Strong focus on the provision of customer service