



Job Description & Person Specification

Post title: Assistant Coach – Tennis	Post No: 011174
School or Department: NTU Sport	Date created: July 2022
Grade: £15 per hour	Hours per week: Zero Hours
Immediate line manager: Head Coach – Tennis	

Job purpose: To assist with the planning and implementation of a coaching programme for the appointed squads in NTU Tennis club to allow them to compete to the best of their abilities in the BUCS weekly fixture programme, and lead elements of coaching sessions.

Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

- To assist with the planning, implementation and delivery of elements of an effective coaching programme for NTU Tennis club, allowing student-athletes to perform to the best of their abilities. This is to include both group and individual technical and tactical coaching, and the creation of programmes for pre-season, in-season and off-season.
- To assist the Head Coach – Tennis in ensuring that squads are receiving appropriate and relevant access to NTU's range of support services (where available), including sport science, strength and conditioning, performance analysis and physiotherapy, liaising with all partners on a regular basis.
- To assist the Head Coach – Tennis and club committees in developing and implementing a talent identification system, including an effective trials/introductory session process.
- Work in partnership with other NTU Sport staff members and club committee(s) to ensure optimal development of the sport at the university.
- Work with other NTU sports coaches to share best practice and information and make recommendations for wider service improvements.
- To contribute towards education, training and research initiatives.
- To update the sports development team via team briefings and written reports on business undertaken and developments proposed.
- To support a collaborative team-working environment

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes

Attributes	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • An understanding of coaching styles and practical delivery, of both technical and tactical elements of the game. • An understanding the demands on students within higher education. 	<ul style="list-style-type: none"> • Understanding of the BUCS league programme and structure of student sport (in particular in higher education) • An understanding of Long Term Athlete Development. • An understanding of sport science and needs of performance athletes (in particular in higher education). • A knowledge of performance indicators and their effective application.
Skills	<ul style="list-style-type: none"> • Ability to plan and deliver coaching sessions. • Ability to evaluate player performance and provide feedback. • Good interpersonal skills: leadership, team work, adaptability, understanding others & negotiation. • Good self-management skills: actively reflect on learning, autonomy, self-awareness, action planning, time management & initiative. • Ability to use Microsoft Word, Excel, Outlook, PowerPoint, Internet Explorer. • Ability to manage people and programmes and to ensure delivery against objectives. 	<ul style="list-style-type: none"> • Good customer service
Experience	<ul style="list-style-type: none"> • Ability to demonstrate experience of coaching roles with the sport. • Experience of working as part of an interdisciplinary performance enhancement team. 	<ul style="list-style-type: none"> • Performance sport within the higher education environment. • Working within a student environment and understanding its demands.
Qualifications	<ul style="list-style-type: none"> • Level 2 Coaching qualification (or equivalent) • Educated to A-Levels (or equivalent) • An up to date First Aid certificate. 	

Competencies

Essential Competencies	Desirable Competencies
<p>Team working (Level 1) Leads aspects of team work, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team. Challenges colleagues.</p> <p>Communicating and Influencing (Level 1) Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments.</p> <p>Making informed decisions (Level 1) Uses analyses, reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken.</p>	<p>Customer Focus (Level 2) Works to identify customer needs. Seeks feedback and develops service delivery accordingly Influences and develops ideas to enhance customer satisfaction</p> <p>Organisation and delivery (Level 1) Plans time taking account of organisational priorities and other colleagues' work roles to achieve results</p> <p>Adaptability (Level 2) Responds positively to change, supporting others in managing transition and being flexible in approaches to job role. Is aware of own strengths and areas for development. Seeks feedback on own work</p>

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by (post title): Coaching and Competition Manager
