

Tennis



Development

Officer

Job Pack



Chief Executive's Introduction

Dear applicant,

I am delighted that you are interested in applying for the role of Tennis Development Officer at Students' Union UCL and I am pleased to be able to provide you with further details about the role.

Students' Union UCL is an inspiring organisation that is committed to providing a fantastic experience to the 48,000+ students at UCL. We aim to give students a transformative experience whilst studying at the University, supporting them to navigate the challenges of university life and empowering them to be exceptional leaders in their future lives and careers.

We're at an important part of our history, after a period of significant growth and renewal. We have an exciting vision to become one of the best student organisations in the world. In recent years, we have:

- Significantly increased support for our over 350 student clubs and societies, now providing the largest student activities and development programme in the UK with 20,000 active student members.
- Rejuvenated our democratic structures, including holding the largest student elections in the UK in each of the last three years.
- Been awarded Silver for Investors in People, with the Union described as a dynamic and fun place to work.
- Established one of the strongest student volunteering programmes in the UK with over 2,000 students volunteering in the local community each year.
- Expanded the work of our independent student Advice Service – supporting more vulnerable students than ever before.
- Improved the operation of our cafés, bars and gym to provide a higher quality of service and greater profitability to fund student services.
- Securing a multi-million-pound investment to enhance co- and extra-curricular activities as part of UCL's new Student Life Strategy.

You can read about our work over the past year here: [Impact Report 2023](#).

We hope you will be interested in joining us and supporting the next phase of our exciting growth and development.

Best wishes,

John Dubber
Chief Executive



About the Students' Union

Students' Union UCL is an organisation that exists to make more happen. We are the representative body for University College London's (UCL) students, one of the most diverse student communities in the world. UCL students have the potential to do anything, and the Union plays an essential role in helping them to achieve things they may have never thought possible. As a charity we employ over 90 career staff and deliver a wide range of services and representative functions for students. We work in partnership with UCL towards a fantastic experience for all of our 48,000 students and to ensure that university life enables them to develop the skills, experience and confidence to become the leaders of the future.

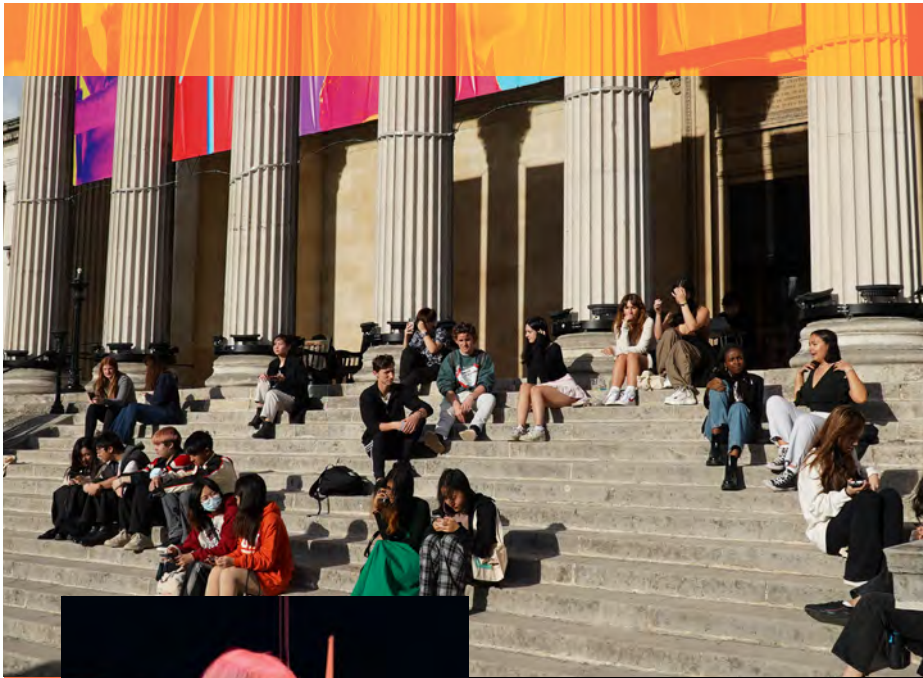
Our vision is of an outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Services

Students' Union UCL is one of the largest student organisations in the UK. It is a charity with over 48,000 student members. It employs around 300 staff and has an annual turnover of more than £10.5m.

It provides a wide range of services including:

- Providing an extensive extracurricular activities programme, with over 350 clubs and societies – with 20,000 members – including all sport, music and performing arts provision at UCL.
- Major events to build student communities and celebrate the culture of student groups across the university.
- One of the largest student volunteering services in the UK, with 2,000 students contributing over 60,000 volunteering hours each year to projects across London.
- Five cafés, four bars, one merchandise shop, a gym, and two convenience stores.
- Support to over 2,000 elected student representatives across all university departments.
- An Advice Service supporting students to deal with housing, financial, academic, and employment issues.
- Fitness centre and 100-acre sportsground.
- Student media and radio station.
- Support to student representation, networks and campaigning groups.
- Student Job Shop.



Job Description

Job Title: **Tennis Development Officer (Fixed Term, One Year)**

Reports to: **Sports Development Manager (Workforce and Community)**

Grade: **4 (0.8 FTE)**

Purpose of the Job

The Sport and Physical Activity Department exists to provide the UCL community with a diverse range of opportunities to take part in sport and physical activity. From running TeamUCL; a sporting community of 75 clubs providing playing opportunities from beginners through to elite athletes, to delivering Project Active, and operating Bloomsbury Fitness; our campus gym.

As part of the UCL Student Life Strategy we have an exciting plan to develop a series of TeamUCL Focus Sports. The Tennis Development Officer will support the development and delivery of our Tennis Programme as our inaugural focus sport.

The role combines coaching delivery with desk-based sports administration. We are looking for someone passionate about developing tennis in all forms; an experienced coach who is confident with coaching beginners through to talented athletes.

Duties and Responsibilities

Coaching

- To ensure high quality tennis coaching for all tennis club activity, including BUCS and LUSL team training. This will be achieved through a combination of direct coaching delivery and coordination of a wider tennis coaching network
- To deliver beginner-friendly coaching for our 'Learn to...' tennis sessions
- To coach accessible tennis sessions as part of our disability sport programme
- Oversight of all coaching at Recreation and Development sessions, including the mentoring of student coaches.

Tennis Administration

- To support the Sports Administrator with developing relationships with new tennis facility partners, and maintain strong relationships with all key external stakeholders including the LTA
- To book all courts for Tennis activity as required

Continued overleaf

- To support with the social media and marketing of Tennis at UCL
- To regularly gather participant feedback to understand student experiences and support the retention of players
- To ensure tennis webpages are kept up to date with useful and good quality information
- To administrate a TeamUCL Ladder League
- To work in partnership with the LTA to organise an annual UCL Level 1 Coaching Course
- To ensure all tennis activity is delivered safely and in line with departmental health and safety procedures

Tennis Development

- To promote participation in a TeamUCL Ladder League
- To support the Sports Development Coordinator in providing development support for UCL Tennis Club and RUMS Tennis Club
- Attend LTA National and Area meetings as required
- To work with the TeamUCL Leagues Assistant to deliver mass-participation Tennis ‘tournament’ style events.
- To support the Sports Development Coordinator (Equity and Inclusion) to provide a Wheelchair Tennis offer, and other inclusive tennis opportunities.
- To work with colleagues and student volunteers to deliver regular padel activity for staff and students
- To support the Sports Development Manager (Community and Workforce) to develop community partnerships, to create opportunities for UCL students to volunteer their time on Tennis projects in schools, parks, or charitable organisations.
- To coordinate the provision of volunteers for LTA competition support as required

General Duties

- To actively follow and promote UCL Equal Opportunities and Diversity policies.
- To commit to reducing the Union’s environmental impact and promote environmental and ethical good practice in line with the Union policy.
- To attend appropriate meetings as and when required by the Union.
- To carry out any other duties commensurate with the grade and purpose of the post.
- The post holder is required to be flexible in their hours of work as the position entails attendance during evenings and weekends.

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

Person Specification

	Essential	Desirable	Tested at Interview	Tested at Application
Qualifications				
LTA Instructor (Level 2) Qualification	X		X	X
LTA Tennis Coach (Level 3) Qualification		X	X	X
First Aid qualification	X		X	X
A level/NVQ3 standard or equivalent	X		X	X
Experience				
Experience of coaching adult individual players across a range of ability levels	X		X	X
Experience of coaching tennis teams		X	X	X
Experience of coaching, supporting, or administering inclusive tennis sessions, adapted to suit the needs of participants		X	X	X
Experience of planning and organising sporting activities, events or leagues	X		X	X
Experience of liaising with community stakeholders, including schools, charities, or governing bodies	X		X	X
Experience of working with and motivating volunteers	X		X	X
Knowledge				
Knowledge of key tennis facility sites in London	X			X
Good knowledge of the services and opportunities offered and supported by the LTA	X		X	X
An awareness and understanding of inclusive and accessible tennis requirements	X		X	X
Skills				
A skilled tennis coach who can adapt their delivery to a range of participants	X		X	X

Continued overleaf

Person Specification CONT.

	Essential	Desirable	Tested at Interview	Tested at Application
The ability to work to a high standard independently or as part of a team	X		X	X
Good verbal and written communication skills	X		X	X
The ability to be flexible with working hours including work at evenings or weekends	X		X	X
A pro-active and innovative approach to problem solving	X		X	X
Proficiency with all Microsoft Office programs, including Word, Excel, PowerPoint and Outlook	X		X	X
Values, attitudes and personal style				
A passion for tennis development	X		X	X
Evidence of commitment to Continuing Personal and Professional Development	X		X	X
A leader on equality of opportunity who values Diversity and removes barriers to equality	X		X	X
Commitment to working in a democratic and student led environment	X		X	X
Flexibility and an adaptable approach to work	X		X	X
Dedicated to achieving a sustainable Union	X		X	X

Our Vision

An outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Mission

We build a vibrant and empowered student community with real influence in UCL and beyond, that enables students to enjoy their time at university; pursue their interests and passions; see the world in new ways; and develop the skills and experience to change the world for the better.

Our Team

Our biggest resource as a Union is our dedicated staff team, who deliver a range of services, such as providing advice, securing volunteering opportunities, supporting our clubs and societies and running our cafes, bars, shops and gym. We also have a number of staff delivering professional functions such as HR, finance, communications, and systems support.

Our Strategic Themes

Our Vision and Mission will be achieved through delivering four strategic themes:

Effective Influence

Amazing Experience

Vibrant & Inclusive Community

Excellent Union

Read our current strategic plan at studentsunionucl.org/about-us.

Our Values

Community Building

- We aim to build a strong sense of community for all our students
- We want students to feel they belong and feel pride in being UCL students
- We support and encourage our diverse student communities to grow and succeed

Empowering

- We support and empower our students to develop their skills and confidence to change to the world for the better
- We help students to pursue their passions, discover new interests, and do more than they thought possible
- We provide support when students need it, helping them to access information, advice and support that enables them to overcome barriers and achieve their potential.

Inclusive

- We are a diverse and vibrant community with many different opinions, viewpoints, needs and experiences
- We value every member of our community and always try to ensure that our services enable everyone to participate in our activities and play a full role in student life
- We believe that everyone has a right to express their views and to be listened to and respected as a member of our community

Fun

- We want to make university life fun, distinctive and memorable
- We want all our students to enjoy their time at UCL and are committed to doing all we can to achieve that
- We embrace a positive, fun and inspiring working culture for our staff and officers

Democratic

- We believe in representative democracy and work to empower and support our elected officers to help them to be effective leaders of the Students' Union and ambassadors for our members
- We cherish our democratic structures and want as many students participating in them as possible
- We recognise that not everyone will always agree, so we encourage our officers to listen to a broad range of student viewpoints and seek to ensure that they consider the breadth of student opinion before taking important decisions.

Bold

- We are innovative and ambitious
- We want to be one of the best student organisations anywhere in the world
- Bold thinking is part of our DNA. We are part of a diverse, exciting city and a radical university which has welcomed imaginative thinkers and entrepreneurs

Sustainable

- We want to be the most sustainable students' union in the UK
- We want to minimise our environmental footprint in every way possible
- We want to hand the Union on to the next generation of student leaders and staff in better shape than we found it, protecting its assets and services for the future

Our Officers

Each year we ask UCL students to choose full-time Sabbatical Officers, who are elected by cross campus ballot, and serve as leaders of Students' Union UCL during their term of office. They are elected with a democratic mandate and have the goal of making positive change at the Union, UCL and beyond. In this role they serve as members of our Board of Trustees and work in partnerships with our Senior Management Team to represent students to the university and provide leadership to the Union's work.

We believe that becoming a full-time officer is one of the most impactful ways of making change happen. Officers work full-time on a special area that's important to them and represent students as members of our Board of Trustees and as members of senior university committees. They have support of full-time staff at the Union to ensure that they provide democratic leadership to our organisation. We also hold elections for a wide range of part-time voluntary roles.



Salary and Benefits

The salary range is £28,144 - £29,533 including London Allowance per annum.

The annual leave entitlement is 27 days plus 8 Bank Holidays plus 6 closure days.

Amongst the many benefits, there is enhanced pay for maternity, adoption and paternity. We also facilitate flexible working to ensure greater work life balance. These roles qualify for a generous defined benefits pension scheme with an employer contribution. [Read more on UCL's website.](#)

Further details about the benefits are available via the link: ucl.ac.uk/human-resources/working-ucl.

If you have any queries or would like to have a discussion about the role please contact:
Katie Sykes, Head of Sport and Physical Activity, at k.sykes@ucl.ac.uk.





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UNION UCL

25 Gordon Street
London, WC1H 0AY
studentsunionucl.org