

Job Pack

Tennis

Development

Officer



U STUDENTS'
UNION UCL

INVESTORS IN PEOPLE®
We invest in people Silver

Chief Executive's Introduction

Dear applicant,

I am delighted that you are interested in applying for a role at Students' Union UCL. We are an inspiring organisation that is committed to providing a fantastic experience to the 55,000+ 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, making friends and having fun, building their skills and confidence, and empowering them to be exceptional leaders in their future lives and careers.

We're at an important moment in our history, undergoing an exciting period of significant growth and renewal. We have the widest portfolio of services of any students' organisation in the country, providing all of the extra-curricular sports, arts, music, drama and community volunteering at UCL, as well as a wide range of thriving cafes, bars and shops, an independent student advice service, and we empower thousands of students to develop as leaders and represent their peers across the University. We have a vision to become one of the best student organisations in the world.

In recent years, we have:

- Significantly increased student participation in sport and physical activity for students, with 20,000 now engaged in our sports programmes, improving mental and physical health.
- Developed a sector leading student arts programme engaging almost 10,000 students, based in our iconic Bloomsbury Theatre and Studio – London's only student-led theatre.
- Established the strongest student-led social impact programme in the UK, with over 3,000 students engaged in positive social action with our local community.
- Expanded the work of our student Advice Service – supporting more vulnerable students than ever before and launching the UK's largest student-led hardship funds.
- Holding the largest student election in the UK with over 17,000 voters.
- Been awarded Silver for Investors in People, with the Union described as a dynamic and fun place to work.
- Expanded our cafés, bars, shops and gym to provide a fantastic range of spaces and services for our members and generate more funds to support our activity.
- Secured a multi-million-pound investment to enhance co- and extra-curricular activities as part of UCL's new Student Life Strategy.
- Developed our national campaigning and influence, working closely with other Students' Unions to establish Russell Group Student Unions and Sustainable SUs – the national sustainability charter for students' unions.

You can read about our work over the past year here: [Impact Report 2025](#).

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 130 career staff and over 250 part-time student 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 50,000+ 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 50,000 student members. It employs around 500 staff and has an annual turnover of more than £17m.

It provides a wide range of services including:

- Providing an extensive extracurricular activities programme, including all sport, music, performing arts and volunteering at UCL.
- Over 400 student clubs and societies with over 20,000 members.
- 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, a merchandise shop, a gym, and a convenience store.
- 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.

About TeamUCL

The Sport and Physical Activity department exists to provide the UCL community with a diverse range of opportunities to participate in sport and physical activity. Our work includes running TeamUCL, a sporting community of over 80 clubs and a growing number of intra-mural leagues, as well as delivering Project Active, our award-winning participation programme offering beginner-friendly, low-commitment activities in an accessible and welcoming environment. We also operate UCL's on-campus gym, TeamUCL Gym, which provides facilities to thousands of students and staff.

As part of the Student Life Strategy, we have launched our Focus Sport programme. This model enables all elements of delivery within a sport - including high-performance pathways, workforce development and community partnerships - to be in one place.





Job Description

Job title: **Tennis Development Officer**
Department: **Sport and Physical Activity**
Reports to: **Sports Development Manager (Community and Workforce)**
Grade: **4**

This role is initially offered on a one-year fixed term basis.

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 80 clubs providing playing opportunities from beginners through to elite athletes, to delivering Project Active, and operating TeamUCL Gym, our campus gym.

The post-holder will be responsible for delivering a number of key areas of growth and development in the Student Life Strategy through tennis. 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 coaching beginners through to talented athletes.

Duties and responsibilities

Tennis Coaching and Delivery

- 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 and padel sessions.
- To support the Project Active Assistant to deliver beginner-friendly 'Pay and Play' tennis sessions.
- To coach accessible tennis sessions as part of our disability sport programme.
- To oversee the coaching at UCL Tennis Club's Recreation and Development sessions, including the mentoring of student coaches.
- To support the delivery of tennis 'welcome' events and pop-up activations.

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.
- 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 create and maintain a 'Tennis Hub' on the Students' Union website and 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 deliver regular padel activity for staff and students.
- To support the Sports Development Coordinator (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.

Person Specification

Qualifications	Essential or desirable	If tested and when
LTA Instructor (Level 2) Qualification	Essential	Tested at both
LTA Instructor (Level 3) Qualification	Desirable	Tested at both
First Aid Qualification	Essential	Tested at both
A Level/NQQ3 standard or equivalent	Essential	Tested at both

Knowledge	Essential or desirable	If tested and when
Knowledge of key tennis facility sites in London	Essential	Tested at application
Good knowledge of the services and opportunities offered and supported by the LTA	Essential	Tested at both
An awareness and understanding of inclusive and accessible tennis requirements and formats to support the delivery of inclusive tennis sessions	Essential	Tested at both

Experience	Essential or desirable	If tested and when
Experience of coaching adult individual players across a range of ability levels	Essential	Tested at both
Experience of coaching tennis teams	Desirable	Tested at both
Experience of coaching, supporting or administering inclusive tennis sessions, adapted to suit the needs of the participant	Desirable	Tested at both
Experience of planning and organising sporting activities, events or leagues	Essential	Tested at both
Experience of liaising with community stakeholders, including schools, charities or governing bodies	Essential	Tested at both
Experience of working with and motivating volunteers	Essential	Tested at both

Skills	Essential or desirable	If tested and when
A skilled tennis coach who can adapt their delivery to a range of participants	Essential	Tested at both
The ability to work to a high standard independent or as part of a team	Essential	Tested at both
Good verbal and written communication skills	Essential	Tested at both
The ability to be flexible with working hours including work at evenings or weekends	Essential	Tested at both
A proactive and innovative approach to problem solving	Essential	Tested at both
Proficiency with all Microsoft Office programmes, including Word, Excel, Powerpoint and Outlook	Essential	Tested at both

Values, attitudes and personal style	Essential or desirable	If tested and when
A passion for tennis development	Essential	Tested at both
Demonstrable ability to recognise the needs of others to ensure that both team and personal objectives are met and strong working relationships maintained	Essential	Tested at both
Demonstrable ability to offer analytical, creative and pragmatic innovative solutions to problems maintaining a can-do attitude at all times	Essential	Tested at both
Understanding of and commitment to the principles of equity, equality, diversity and inclusion	Essential	Tested at both
Demonstrable commitment and passion to working in a democratic and student-led environment	Essential	Tested at both
Evidence of commitment to continuing personal and professional development	Essential	Tested at both

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 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 £23,905 - £25,032 including London Allowance per annum.

The full time equivalent annual leave entitlement is 27 days plus 8 Bank Holidays plus 6 closure days (pro rata for part-time staff).

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:
Beth Lewis, Sports Development Manager (Community and Workforce) at beth.lewis@ucl.ac.uk.





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