

RECRUITMENT PACK



WORKFORCE DEVELOPMENT
MANAGER

Diolch

Thanks for your interest in joining us here at Tennis Cymru / Tennis Wales. We're the Governing Body for tennis & padel here in Wales, with a vision of tennis opened up across Wales. Our mission is to transform Welsh communities through tennis.

The growth of our game in recent years has been incredible and a real testament to our colleagues and fantastic Welsh tennis community. We're excited about the future and are looking to recruit an enthusiastic Workforce Development Manager to join our team. You can read more about Tennis Wales and the role within this pack. Should you have any questions we will be happy to discuss further with you. Best of luck with your application and thank you for your interest and time.

About Tennis Wales

Tennis Wales is the Governing Body of tennis and padel in Wales. Our vision is tennis opened up across Wales, and we aim to transform Welsh communities through tennis in our 2024 to 2026 strategy.

In partnership with our sponsors, the Lawn Tennis Association (LTA) and Sport Wales, we work collaboratively to make tennis relevant, accessible, welcoming & enjoyable.

About tennis in Wales;

- 176k adults playing tennis at least once each year
- 36k children playing tennis weekly in Wales
- 200 accredited coaches & officials working in the sport
- 1,100 tennis courts, right across Wales
- 500+ volunteers supporting the game

Each year our registered members elect a Board of Directors which has responsibility for running the sport in Wales on their behalf, with the day-to-day running of the sport to our executive. We're based in Cardiff however our team cover all of Wales, working with our network of partners where needed.

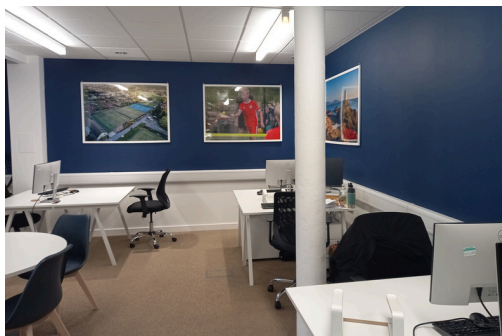
Check out our Board & team here at [Tennis Wales](#).



Working at Tennis Wales

Fantastic Benefits:

- Flexible working here in Cardiff and remotely
- Work place pension
- Private healthcare through Vitality
- Employee Assistance Programme
- Access to tickets at major tennis events in Britain
- 25 days annual leave pro rata, plus additional privilege days



Exciting Offices at The Maltings:

- Open plan offices close to Cardiff City Centre
- Free on site gym membership (subject to small induction fee)
- Discount ION Gym onsite
- Free tea & coffee and access to kitchen
- Discount at Kin and Ilk onsite cafe
- Social events calendar
- Free car parking



The Role

Workforce Development Manager

Responsible to Head of Participation

Location Flexible but with a need to be present in the Tennis Wales Office, Cardiff as duties require, with regular travel required across Wales

Salary £30,000 to £35,000 per annum plus excellent benefits including essential car users' allowance (£5,520 per annum) and private health care

Salary Hours Full time (35 Hours)

ABOUT THE ROLE

Tennis Wales is the Governing Body of tennis and padel in Wales. Our vision is tennis opened up across Wales, and we're working hard to transform Welsh communities through tennis.

The Workforce Development Manager provides strategic direction and oversight to delivery of our work to grow and diversify the tennis and padel workforce (paid and voluntary), whilst providing access to appropriate, quality training. Central to the role will be efforts to create a sustainable pipeline of leaders and activators to grow the coaching workforce to cater for the increasing demand of tennis participation opportunities in parks and community settings. Whilst also ensuring quality and focused support to tennis coaches and volunteers in our traditional venues & programmes.

The Workforce Development Manager works across the business, liaising & coordinating with colleagues to provide industry leading qualifications, CPD, training, mentoring & support to ensure we have the best people to achieve our vision.



Key Roles and Responsibilities

- Lead our work with tennis coaches in Wales, coordinating with the LTA, CIMPSA and other agencies to provide high quality coach education training & qualifications for people in Wales.
- Lead the Tennis Wales Coach Development Centre and our Coach Developer team, driving course uptake and delivering high quality education opportunities.
- Deliver an annual calendar of training & support in the form of courses, forums, conferences and one day CPD that is delivered internally & externally to volunteers, coaches, leaders, activators, teachers and other partners to grow the number of people trained and qualified to deliver tennis.
- Champion equality, diversity and inclusion across the tennis workforce, providing accessible opportunities for training and development for people from all communities of Wales.
- Work with the wider participation team to recruit and train activators and leaders to meet the need of park and community tennis settings.
- Support colleagues in the organisation to develop bespoke local workforce plans at our registered places to play, helping our venues to have well trained people working & volunteering in tennis. Ensuring the local workforce reflects the communities it serves.
- Create & coordinate the delivery of a coach mentoring programme across participation & performance coaches that trains, inspires, educates and improves the quality of tennis delivery across the country.
- Develop a Tennis Wales Apprenticeship scheme, identifying need across the tennis community, recruiting and training young people to complete their formal qualifications with excellence in partnership with education & training providers.
- Oversee delivery of LTA Youth initiatives in Wales, delivering training events in partnership with the LTA to roll out and upskill coaches and volunteers to deliver with success.
- Work closely with the Digital Communications Lead and Development Coordinator to send regular communications to coaches & volunteers, collaborating to ensure our growing network stays up to date on the latest news, funding, resources and opportunities available in Wales.
- Attend LTA & Sport Wales meetings to represent Tennis Wales, ensuring we are always up to speed on industry developments and accessing resources, funding & information that is available in Wales.

Key Roles and Responsibilities

- Produce robust and regular reporting on workforce related projects within Tennis Wales, monitoring & evaluating the coaches & volunteers in Wales to ensure we are impacting through our interventions.
- Manage & coordinate budgets within Tennis Wales, reporting to the Head of Participation & Finance Manager on a regular basis in line with organisational policies & procedures to ensure we are investing strategically into our workforce.
- To work collaboratively across the organisation to safeguard children and adults at risk, attending and delivering training and supporting the wider tennis community in Wales to safeguard the sport to the highest standards in partnership with the LTA, NSPCC, CPSU and statutory services.

Person Specification

KNOWLEDGE, TRAINING & QUALIFICATIONS:

Desirable: Level 4 (or higher) tennis coaching qualification with LTA accreditation+ (or equivalent, recognised qualification from another Sport/National Governing Body of Sport) and a tutor or mentoring qualification in sport.

Essential: Developing and delivering a sport coaching programme, positively influencing the practice of tennis/sports coaches. With a focus on growing and diversifying participation.

Essential: An LTA Instructor qualification or recognised Level 2 equivalent from another Sport/National Governing Body of Sport.

Essential: Understand and demonstrate the value of equality, diversity and inclusion to grow participation and engage diverse community groups.

Essential: Exceptional personal communications skills with proven ability to build and maintain effective relationships and influence decision making.

Essential: Full UK driving license and access to a car.



Person Specification

PREVIOUS EXPERIENCE OF:

Essential: Recruiting and training people from different backgrounds and experiences to grow sport/activity engagement and participation.

Essential: Managing budgets within a business, allocating funding to schemes and reporting on the progress being made.

Desirable: Working with volunteers and committees to achieve an agreed outcome.

Essential: Working remotely, managing your own time effectively to achieve outcomes, including developing strategy and programme delivery preferably in a coach development environment.

Desirable: Tutoring within a national coach education pathway.

Desirable: Working with and managing young people or apprenticeship schemes.

Essential: Project management skills with the ability to work with stakeholders internally & externally.

Desirable: Working in a National Governing Body or similar type agency, rolling out programmes, funding and training to a wide audience in a clear, transparent & accountable way.



How to apply?

The closing date for this position is **5pm on Friday 6th September**. Should you wish to apply, please attach your **CV** along with a **written or recorded covering letter** clearly evidencing your skills and experiences aligned to the person specification to our [recruitment platform](#). Any queries with the application process please contact maria.rees@tenniswales.org.uk.

Tennis Wales is an equal opportunities employer and would appreciate it if you could also complete our [Diversity Monitoring Form](#).

If you would like an informal discussion about the role please contact Jamie Clewer, Head of Participation via e-mail jamie.clewer@tenniswales.org.uk

Please note that the successful applicant will be required to complete a DBS. All applicants should have the right to work in the UK and will be requested to provide evidence if successful.

