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Post Title	Head Coach
Division	Community Leisure Operations
Section	Tennis Aberdeen
Location	Aberdeen Tennis Centre

Responsible to	Operation Manager, Aberdeen Tennis Centre
Responsible for	All immediate reporting staff, external and agency staff and volunteers

Job Purpose

- 1 Lead on the quality coaching/teaching programme delivered to participants as part of the **Aberdeen Tennis Academy** programme at Aberdeen Tennis Centre contributing to the effective and efficient operation.
- 2 Support and work with the Operations Manager to further develop the Tennis Aberdeen programme at Aberdeen Tennis Centre.

General Responsibilities

- 3 Ensure the effective management and utilisation of the financial resources, in line with the Company's financial regulations.
- 4 Be aware of and committed to the equal opportunities principles and practices of the company.
- 5 Employees are responsible for the implementation of the Health and Safety Policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the Health and Safety arrangements to ensure these are implemented and developed as necessary.
- 6 Effectively recruit, deploy and manage any nominated staff, full or part-time, and volunteers, providing appropriate training to enable the team to deliver the various initiatives promoted by sport Aberdeen and/or key partners.

Role Specific Responsibilities

- 7 Undertake coaching duties as allocated, ensuring a high-quality experience for all participants.
- 8 Deliver professional, dynamic tennis coaching on the Sport Aberdeen 'Aberdeen Tennis Academy' tennis programme, in line with the Lawn Tennis Association (LTA) coaching framework and guidelines.
- 9 Review coaching sessions and modify accordingly.
- 10 Support the operation of Aberdeen Tennis Academy player progression and shifts in line with LTA framework.
- 11 Mentor and advise Assistant Tennis Coaches and other members of the coaching team who are recently qualified.

- 12 Promote, and be involved in the running of Sport Aberdeen tennis tournaments and competition programme.
- 13 Undertake practical and theoretical training that will develop skills, which can be used to enhance the delivery of the tennis programme and maintain personal LTA Coach Accreditation.
- 14 Keep up to date with local and national initiatives and strategies which may impact on the operation of the programme.

Methods of Working Expectations

The post holder will be expected to:

- 15 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective team work with partner's stakeholders and colleagues.
- 16 Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
- 17 Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
- 18 Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
- 19 Undertake appropriate training associated with the duties of the post.

General Conditions

- 20 The full-time working week is 37 hours. A flexible approach to working is required [time off in lieu (T.O.I.L) system is in operation].

Your hours of work may be carried out in line with a shift pattern in operation for the establishment to which you are allocated and may include early morning, evening, night and week-end work. The detail of the shift rota and your working pattern will be supplied to your line manager.

- 21 A car mileage user allowance is payable [if using your vehicle for work purposes you must have insurance for business use].
- 22 The Company operates a no-smoking policy.
- 23 The job description is a representative document. The duties of the post can be varied provided they remain commensurate with the level of responsibility.

Prepared/Updated by	Matthew Kerswell – Operations Manager	September 2022
Approved by	Nickie Scorgie - Head of Human Resources & Organisational Development	September 2022
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