

## Job Description – Programme Manager

<b>Job title</b>	<i>Programme Manager</i>
<b>Reports to</b>	<i>Chief Executive Officer</i>
<b>Pay</b>	<i>£24k per annum / £5k annual target based bonus – Full Time (40 hours per week)</i>
<b>Base</b>	<i>Work from Walmley Tennis Club as office (Sutton Coldfield, West Mids)</i>

### **Job purpose**

To manage the TFF Tennis Programme and the operators that deliver it.

### **Duties and responsibilities**

The Primary duties and responsibilities for this role include:

- Working with the CEO to liaise with local tennis partners to source TFF sites and appropriate delivery personnel and help these sites manage TFF processes to launch.
- Monitor and evaluate existing TFF sites and intervene where appropriate to aid optimal operation.
- Enforce strict reporting and professional standards and related management of TFF coaches and other TFF assistants/administrators.
- To manage TFF training programme and to ensure all coaches, assistants and volunteers are clear of their TFF delivery and administration duties and have undertaken appropriate training.
- Work with TFF Social Media team to provide relevant content from site visits for publication of TFF social media outlets.
- Work with Community Engagement Manager to identify key personnel at TFF sites.
- To work with other members of TFF Central team to ensure goals and targets are achieved as set by Tennis For Free and related partners such as the LTA, Sport England.

### **Qualifications & Experience**

Minimum qualifications and experience for the role consist of:

- Level 3 or higher LTA or equivalent coaching qualification.
- 5+ years experience as a tennis coach.
- Management of individuals experience.
- Tennis Programme Management experience.
- Significant IT usage experience (working with emails, word processing, spreadsheets, website content management..etc).
- Good level of English literacy for purposes of electronic content publishing
- Full Driving License Essential

Desirable qualifications and experience:

- 10+ years experience in tennis coaching.
- Tennis development & management experience in a former role

### **Working conditions**

The job requires the individual to work full-time (40 hours per week) from a Sutton Coldfield based office (Walmley Tennis Club) with periodic site visiting required at any of TFF's venues which will involve weekend work commitment. Other work venues can also be worked from for part of the working week based on the business need.

### **Physical requirements**

The individual is required to work on court at TFF Sessions in low/moderate level of physical exertion.

### **Responsible for**

Job titles and linked parties to be supervised by the incumbent:

- \* TFF Tennis Coaches
- \* TFF Regional Officers (RDOs)
- \* TFF Coach Assistants
- \* TFF Volunteers
- \* Facility Providers involved in sanctioning the TFF scheme
- \* Tennis Club Committees

---

<b>Approved by:</b>	<i>TFF Chairman</i>
<b>Date approved:</b>	<i>20th November</i>
<b>Reviewed:</b>	<i>N/A</i>

*This job specification will be reviewed annually and updated as often as necessary.*

*TENNIS FOR FREE*