

## Coaching Apprenticeship Job Description - WINCHESTER

### About the apprentice scheme

The Level 2 coach apprenticeship scheme is a great opportunity to receive all training and qualifications FREE (16yrs to 18) or heavily subsidised (19yrs to 24) whilst gaining valuable mentoring through working with tennis experts. If you are accepted onto the scheme you can earn money whilst training, you will have exposure to a variety of coaching environments and you will have enhanced career opportunities post apprenticeship. There is even the opportunity to progress on to the Level 3 Apprenticeship.

**Winchester Racquets and Fitness** is recognised as one of the leading members clubs in the country. The club, which was established over 100 years ago, is well respected in tennis circles and has extensive playing facilities that include 17 courts - 4 indoor hard, 2 brand new floodlit artificial clay, 6 artificial grass (4 floodlit) and a further 5 macadam courts. It also has a healthy squash section with 6 courts, a very popular fitness centre and exercise studio, onsite physio, plus first class café bar and social facilities.

The clubs objective is to be the preferred venue for tennis for all players in the area providing a coaching programme that will be first choice for all ages and standards. We have a very strong coaching set up with a team of enthusiastic and experienced coaches led by our Tennis Manager. The club coaching programme is significant with 460 juniors and up to 100 adults attending squads each week. The programme includes a strong mini tennis section and offers squads for all standards in every yellow ball age group up to 18&U

### JOB PURPOSE

The apprentice will support the coaching team in a wide range of tennis activities as well as be involved in other aspects of general sports and fitness club operation

### Key Relationships

- Tennis Manager
- Head of Player Development
- All members of the Coaching Team
- Other Club Department Managers
- LTA County Field Team Colleagues



- LTA Apprenticeship Manager
- Apprenticeship NVQ Assessor

### Mini Tennis

- Assisting the coaching team with delivery
- Coordinating internal competition
- Assist with organising club mini tennis teams

### Junior Tennis

- Assisting the coaching team with delivery
- Organising internal competition
- Organising x teams

### Adult Tennis

- Assisting the coaching team with delivery
- Assisting with Club Night and other adult sessions
- Running Cardio tennis
- Organising internal competition
- Assist with organising junior tennis teams

### Notice board

- Weekly updating of the noticeboard

### Coaches meetings

- Attending coaches meetings as required

### Tennis Administration

- Supporting Tennis Manager with programme administration

## General Sports and Fitness Club Operations

- Assist with coaching and membership administration
- Assist with Court Bookings for the Tennis Programme
- Assist groundstaff with Court Maintenance and preparation
- Assist fitness team
- Support general customer service to members and guests
- Support the coordination of membership and coaching promotions

## Qualifications

- Complete the qualifications required by the apprenticeship programme to the necessary standard and within the designated timescales.
  - 1<sup>st</sup>4sport **Level 2** Certificate in Coaching Tennis
  - 1<sup>st</sup>4sport **Level 2** Diploma in Coaching Tennis
  - 1<sup>st</sup>4sport **Level 2** Certificate in Organization and Industry Awareness
  - **Level 1** Key Skills (if required)

## Essential Skills & Experience

- Ability to use initiative and achieve within agreed work deadlines.
- Good communication skills, including an excellent telephone manner with a natural ability to communicate with people at all levels.
- Good organisation and time management skills.
- Good IT and keyboard skills and knowledge of MS Office Applications (Word, Excel and PowerPoint)
- Demonstrable administration experience in a customer facing environment.
- Previous experience of co-ordinating or organising activities is desirable.
- Experience of flexible working with ability to vary work patterns and prioritise tasks to meet the changing needs of the business, as and when required.

## Essential Qualifications

- A satisfactory DBS through the LTA
- A 1<sup>st</sup>4sport **Level 1 Award in Coaching Tennis**

## Coaching Apprenticeship Application form

On website

<http://www.lta.org.uk/NewWebsite/LTA/Documents/Coaches%20and%20coaching%20assistants/Coaching%20Apprenticeship/Coaching%20Apprenticeship%20Application%20Form.pdf>

