Head Coach – Farnham Common Tennis Club

**Brief Job Description**

To head up the coaching activities of the club through the definition and implementation of robust tennis programmes covering the entire age spectrum of players in our club.

To play a key role in helping the club achieve its challenging objectives for the coming years in the area of growth of membership, development of Juniors, improved ranking of our teams and also to achieve Club Mark.

To participate and contribute to the social life of the club by means of organising events and tournaments regularly.

**Venue Overview**

Farnham Common Tennis Club (FCTC) is a long established friendly club part of the Farnham Common Sports Club.

We pride ourselves in providing good tennis facilities to compete in and a friendly and dynamic social environment for all our members to enjoy playing tennis.

The club has 6 hard courts and intends to install floodlights in the coming 2 years.

More information about our club is available on our website at: [http://fcsc-tennis.weebly.com](http://fcsc-tennis.weebly.com/) including our Vision/Mission and Objectives page to give you a sense of our commitment to tennis for years to come: <http://fcsc-tennis.weebly.com/about-us.html>

**Job Specification**

***Coaching programme***

* Set up, manage and promote the on court tennis programme in line with Clubmark guidelines
* Establish, promote and deliver a successful mini tennis programme amongst the community
* Establish, promote and deliver a successful adult coaching programme amongst the community
* Establish quality school links; raising local awareness and attracting new members

***Teams and competitions***

* Set up regular competitive opportunities for all ages and abilities within the members
* Assist in planning and organising competitive tournaments and tennis events for all members
* To assist in the entry and selection of teams using knowledge built up of the club.

***Juniors development***

* Actively support the competing juniors
* Identify young talents among the juniors and raise their profile at county level
* Develop a performance programme to bring along top juniors in the club

***Development of coaches***

* Manage a team of coaches, running training sessions to help improve them as coaches.
* Continue the Tennis Leaders programme.

***Other***

* Act as a point of contact for members and interact on a social and coaching level
* Encourage members to play tennis and improve their game
* Actively source new members and help promote and market the place to play
* Report back on objectives to the tennis committee meetings and participate into the key discussions on the agenda
* Work with the management committee to achieve Clubmark
* Optimise facilities and resources and help advance the facility’s overall development
* Liaise with outside bodies to source funding for overall programme

**Person Specification**

* Friendly, approachable and showing excellent customer service skills (managing enquiries, new members induction etc…)
* Excellent organisational and planning skills (scheduling, planning of event, organisation of tournaments etc…)
* Strong written and oral communication skills (clear, concise etc…)
* Fun to work with and a good sense of humour
* Has had (or still have) personal competing experience of competitive play and is capable to play and coach performance players
* ‘LTA Licenced Coach’ as a minimum is essential (other extra qualifications welcome: PTR for example)
* Is at ease with computers and can operate effectively as a minimum with e-mail, MS Word, MS Excel, MS Powerpoint. Ideally is also capable to maintain a website using a simple content publishing mechanism. Also need to own his/her own equipment.
* Enhanced Disclosure from the Criminal Records Bureau is essential.

**How To Apply**

Please follow the instructions provided on the following page of our website:

<http://fcsc-tennis.weebly.com/head-coach-recruitment.html>

**Timing**

**Date listed** 10/10/11

**Closing date** 04/11/11