

WORKFORCE DEVELOPMENT MANAGER

Tennis Scotland Job Description			
Job Title:	Workforce Development Manager	Department:	Development
Reports to:	Head of Development	Location:	Tennis Scotland Head Office (Craiglockhart Tennis Centre)
Grade:		Salary Band:	£28,000 - £36,000
Work Pattern:	Full-time, permanent. Evening & weekend working	Date JD Completed:	August 2017
Overall purpose of the role:			
This position will take a lead on the development of a tennis workforce across the organisation to ensure coaches, officials and volunteers are supported in their ongoing development. Provide a national programme of education and development as well as design and implement bespoke learning programmes for the development of specific workforce groups i.e. performance coaches, referees etc.			
Key Contacts			
Internal:		External:	
<ul style="list-style-type: none"> • Chief Executive • Head of Development • Regional Development Managers • Performance Team • Competitions staff • Executive Administrators • Apprentices 		<ul style="list-style-type: none"> • LTA and Tennis Foundation Staff • Coaches and Volunteers • sportscotland staff • Coach education & development tutors • Schools, Colleges and Universities • Commercial Tennis Operators • Training Provider 	
Key Accountabilities:			
Work with the Head of Development, the LTA and sportscotland to develop, evolve and deliver a Workforce Plan, through the utilisation of the Coaching Scorecard, which will contribute to the success of the Tennis Scotland Strategic Plan and Coaching Scotland.			
Lead and manage the Tennis Scotland National Coach Development Programme including national and regional CPD opportunities.			
Support the Coach Support and Welfare Officer with the annual coach and welfare education calendar and manage the tutor workforce providing development opportunities.			
Lead the organisation and delivery of the Tennis Scotland Coaching Apprentice programme working with partners to enhance and develop this programme.			
Lead and manage the delivery of LTA Coach Accreditation within Scotland.			
Design and implement bespoke learning programmes for identified groups that accelerate their development; performance coaches, disability coaches, referees etc. Work across departments to identify coaches / officials for these and partner programmes.			
Work closely with Tennis Scotland competitions staff to develop a recruitment and training			

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<p>programme for officials at all levels of the game in Scotland.</p>
<p>In conjunction with the Tennis Scotland club development programme develop support and training opportunities for volunteers involved in tennis clubs.</p>
<p>Work closely with sportscotland and the LTA to identify further opportunities for the support and development of the Scottish workforce.</p>
<p>Work closely with the Coach Support and Welfare Officer on the delivery of all aspects of workforce development and contribute to the delivery of our equality action plan through a focus on equality and inclusion in workforce programmes.</p>
<p>Manage the delivery of national and regional events as part of the workforce programme.</p>
<p>Liaise with the Digital Communications Officer to ensure effective promotion, reward & recognition of all aspects of workforce development in Scotland.</p>
<p>Provide regular monitoring and reports for Senior Management Team and Board as required and work with colleagues to develop a robust system for capturing data in relation to workforce projects and impact.</p>
<p>Manage any allocated budgets and maximise investment in tennis through effective partnership working.</p>
<p>Undertake additional duties as allocated from time to time by the Head of Development</p>

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Tennis Scotland		
Person Specification		
Factor	Essential	Desirable
Qualifications and Attainments:	<ul style="list-style-type: none"> • Degree in sports studies, education or management or considerable relevant work experience 	<ul style="list-style-type: none"> • LTA Accredited Coach • UKCC Level 3 in tennis or another sport • Certificate in Tutoring Skills or Scottish Professional Development Award
Knowledge and Experience:	<ul style="list-style-type: none"> • Proven project management experience • Track record of developing positive & productive working partnerships • Knowledge of national sports initiatives and strategies • Experience in the development and delivery of coach education & development programmes • Experience of working as a volunteer within a sporting context • IT skills & experience • Confident in presenting to all levels of audience. • Knowledge & understanding of tennis as a sport, its structure and administration 	<ul style="list-style-type: none"> • Experience of delivering tennis to a wide range of age groups • Knowledge of sports specific pathways • Knowledge of Coach Education structure within tennis
Competencies:	<ul style="list-style-type: none"> • Positive attitude with 'can do' mentality • Effective Communication • Planning & Organising • Team Working • Leading Others • Facilitating change • Personal Accountability • Flexibility 	
Additional Requirements:	<ul style="list-style-type: none"> • Ability to undertake flexible working hours • Full driving license • Satisfactory PVG check 	