

# Position Description



<b>Position Title</b>	<b>Coach Development Coordinator (CDC)</b>
<b>Occupant</b>	<i>(vacant)</i>
<b>Business Unit</b>	Participation
<b>Classification</b>	Coordinator
<b>Position Reporting to</b>	Coach Development Manager - SA
<b>Employment Status</b>	Full Time
<b>Location</b>	Adelaide, SA
<b>Date</b>	<b>April 2018</b>

## 1. Position Purpose

The Tennis SA Coach Development Coordinator (CDC) will **engage, influence, support and develop relationships** with coaches and deliverers, with the ultimate goals of driving participation growth, through developing stronger relationships between coaches, schools and clubs. The role will be responsible for improving the transition of learning the game to playing the game, through ANZ Tennis Hot Shots (ANZTHS) School, Coaching and Community Play Program's, into Match Play, Junior Club Competition and long term engagement in local clubs. The CDC will also be the local coordinator and deliverer of TA Coach Development programs in SA, such as TA Coaching courses and Professional Development Workshops.

The CDC will proactively create relationships of influence that are able to assist in growing the number of registered tennis participants and positively enhancing coach business behaviours. Driving links between different activities to integrate a holistic player pathway at local venues is critical to the success of the role and providing support to Tennis Australia Coach Members.

## 2. Reporting and Liaison

- a. Reporting to:**  
Coach Development Manager - SA
- b. Responsive to:**  
General Manager – Venues and Government Relations
- c. Positions Reporting to Job Holder:**  
Nil

## 3. Key Relationships

- a. Internal:**  
Participation, Coach Development, Marketing, People, Culture & Communications, Places to Play, and Participation, with particular focus on working closely with the Participation Leaders, School Development Coordinators and Tournament and Competitions team.
- b. External:**  
Tennis Australia Coach Members, Affiliated clubs and associated key stakeholders including committee volunteers, community champions, competition providers, and councils

## 4. Authorities for Decision Making

**Authority**  
NA

5. Responsibilities & Performance Measures		
No.	Responsibilities	Performance Measures
(1)	<p><b>RELATIONSHIP MANAGEMENT &amp; STAKEHOLDER ENGAGEMENT</b> Establish strong relationships with all stakeholders, and ultimately influence and support coaches and deliverers to maintain healthy and positive relationships with key stakeholders.</p> <p><b>Schools</b> – facilitate and leverage strong and healthy relationships between coaches and local schools as part of the School Partnership Program to ensure quality delivery of programs within the school and seamless transition of students to become registered tennis participants in a club or coach program.</p> <p><b>Clubs</b> – develop and maintain positive relationships with clubs they work at, including establishment of written agreements and ongoing communication to ensure quality delivery of programs and enable both the coach and club fairly benefit.</p>	<p>Audit of School/Coach relationships</p> <p>Number of TA Coach Agreement Templates implemented</p> <p>Audit of Club/Coach relationships</p> <p>Assist in finding coaches and assistant coaches for clubs and club coaches</p> <p>Assist TA coaches with policies, planning and procedures within their business</p>
(2)	<p><b>PARTICIPATION PATHWAY</b> Engage, influence, support and develop relationships with coaches and deliverers to drive participation growth through embracing the services and professional development available through Tennis Australia and its Coach Membership offering.</p> <p><b>Programs</b> – proactively influence and support coaches and deliverers in clubs and schools to provide a quality, vibrant and growing ANZTHS program, ANZTHS Match Play, FitBit Cardio programs.</p> <p><b>Schools transition</b> – proactively influence the transition pathway and process from National School Partnership &amp; Play programs to the ANZTHS coach &amp; Community Play programs and regular play.</p> <p><b>Player Pathway Development</b> – influence and support coaches to develop holistic player pathways at local venues supporting all learn to play and competitive play programs and talent pathway delivery to enhance player retention.</p>	<p>Meetings with Schools, Associations, Clubs and Coaches as needed to increase uptake of ANZTHS Match Play</p> <p>Registered ANZTHS Deliverers</p> <p>Registered FitBit Cardio Deliverers</p> <p>Audit the delivery of ANZTHS coach and community play, and, FitBit Cardio programs</p>
(3)	<p><b>TRANSITION TO COMPETITION PLAY</b> Influence and support coaches through their relationship with clubs and schools to increase the number of junior players transitioning to Red Ball Competition, ANZTHS Match Play and Junior Club Competition.</p> <p><b>Schools &amp; Clubs</b> – assist coaches to establish a vibrant and successful ANZTHS pathway, which transitions players in schools to Red Ball competitions and coaching participants into ANZTHS Match Play at clubs.</p> <p><b>Transition to Junior Club Competition</b> – strengthen cooperation between coaches, Participation Leaders, School Development Coordinators, Match Play Coordinators, Clubs and Associations to better transition junior players through a pathway from learning the game to playing the game as part of the player’s ongoing development and enjoyment.</p>	<p>Assist School Development Coordinator in delivery of School Red Ball Competitions</p> <p>Work with the Leagues Coordinator to deliver workshops and educate the ANTHS Match Play Deliverers</p>
(4)	<p><b>REGIONAL NETWORK</b> Deliver on court workshops and off court support in order to influence quality, vibrant and growing delivery of programs, player development and business growth.</p>	<p>Support the CDM in the delivery of professional development workshops and networking opportunities conducted</p>

	<p><b>Manage local issues</b> – provide support to coaches and deliverers through any issues raised locally and work proactively and collaboratively to create positive resolutions in line with Tennis Australia national policies.</p> <p><b>Support local network</b> – support the Industry Leaders sessions to provide a collective approach to state based coaching opportunities and challenges with proactive communication to coach network and elevate relevant issues to Coach Development Manager (CDM).</p> <p><b>Provide access to specialist support</b> – support the CDM by referring coaches and deliverers to the relevant specialist area and services in relation to career development, business development, pathway programming and facility management.</p> <p><b>Foundation Cup</b> – using the resources available within Tennis SA, lead the player and coach pathway development in regional areas of the state through the Foundation Cup program.</p>	<p>mostly in regional areas, in schools and clubs</p> <p>All coaching issues managed positively reaching resolution</p> <p>Number of Industry Leader sessions attended</p> <p>Referrals to specialist support services</p> <p>Attend regional, state and national Foundation Cup.</p>
(5)	<p><b>TA COACHING COURSES</b></p> <ul style="list-style-type: none"> <li>• Coordinate the delivery of the TA Foundation, Community and Junior Development coaching courses</li> <li>• Follow course operations policies and procedures</li> <li>• Liaise closely with TA Coach Development team with regards to course operations and provide feedback with local recommendations with view to continual improvement</li> <li>• Perform role of a Learning Facilitator (LF) in Foundation ,Community and Junior Development coaching courses</li> <li>• Assessing Module 1 tasks on Bounce for the JD Course as required</li> <li>• Promote courses in local environments</li> <li>• Build relationships with supervising coaches ofcourse participants</li> <li>• Provide feedback to TA Coach Development team during review of courses</li> <li>• Coordinate the Recognition of Current Competence (RCC) applications and support the Coach Development Manager-SA in conducting on-court assessments.</li> <li>• Compliance - proactively influence and enforce all areas of compliance across all facets of tennis coaching delivery and business development in line with national policies and state legislation requirements.</li> </ul>	<p><b>Three</b> Community Coaching courses conducted annually</p> <p><b>One</b> Junior Development courses conducted annually</p> <p><b>Six</b> Foundation courses conducted annually</p> <p>A minimum of 70% course completion rate within 12 months of start date of course</p> <p>Number of coaches with compliant policies, procedures and practices</p>
(6)	<p><b>TA PROFESSIONAL DEVELOPMENT WORKSHOPS</b></p> <ul style="list-style-type: none"> <li>• Coordinate and deliver Professional Development workshops for coaches both in the metro and regional areas</li> <li>• Co-ordinate and deliver Tennis in Primary Schools Program (TIPS) to coaches</li> <li>• Co-ordinate and Deliver Intro to Hot Shots workshops to coaches</li> <li>• Coordinate and deliver Networking opportunities for coaches in both metro and regional areas? E.g. Golf Day, Barefoot Bowls, coach hospitality days, Awards nights, personal development, etc.</li> <li>• Assist in developing content for PD workshops</li> <li>• Provide feedback to TA Coach Development about content forPD opportunities</li> <li>• Present at PD workshops as required</li> <li>• Promote the Australian Grand Slam Coaches Conference and AO series workshops.</li> <li>• Promote on-line professional development opportunities to coaches (including Bounce)</li> <li>• Contribute to professional development opportunities via social media (i.e., TA Coach Development Facebook page)</li> <li>• Liaise closely with the Participation team and assist with the delivery of special/integration programs for players of all abilities</li> </ul>	<p>Professional development workshops and networking opportunities conducted both in metro and regional areas</p>

Actively seek out professional development opportunities to add to state PD calendar.

**(7) OTHER DUTIES AS REQUESTED OR REQUIRED BY MANAGEMENT**

**(8) ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES**

1. Complies with Tennis Australia's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities
5. Does not wilfully place at risk the health or safety of any person in the work place
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with Tennis Australia in relation to activities taken by TA to comply with OH&S and environmental legislation.
8. Participate in Return to Work Programs, as required to, across the organisation.

**6. Knowledge & Skills, Qualifications, Competencies, Behaviour & Attributes**

**Knowledge & Skills**

- Excellent interpersonal and communication skills with the ability to evoke the cooperation of stakeholders across a wide range of organisations including volunteers, coaches, LGA's and schools.
- Demonstrated experience in sports administration, particularly dealing with Coaches, Clubs, and volunteer bodies.
- High computer literacy with Microsoft suite and database management.
- Understanding of the tennis environment and the various stakeholders it engages.
- Understanding of the tennis coaching industry and external influences affecting the delivery of sport and participation.
- Knowledge of tennis coaching pathway within Australia
- Strong knowledge of competency-based training principles
- Knowledge and skills in creating dynamic and engaging learning environments
- Strong presentation and communication skills in both one-on-one and public speaking situations
- Strong administration skills, including computer literacy, budgeting, record-keeping and report writing
- Strong IT skills including the ability to efficiently use analysis programs and presentation software

**Qualifications and other**

- Tertiary qualification in business management, education, physical education, sport science, or, human movement (desirable)
- A tennis coaching qualification (essential) – minimum Junior Development
- A current driver's licence (essential)
- National working with children check/Police Certificate (essential)
- TA coach member or willingness to become a TA coach member (essential)
- Certificate IV in workplace training and assessment (highly desirable)

**Competencies, Behaviours & Attributes**

- Alignment with the Tennis values of Excellence, Humility, Loyalty and Teamwork
- Resilient, capable approach to your specific job tasks.
- Ability to remain calm under pressure, strong self-awareness to work in a challenging and changing environment.
- Ability to set priorities and meet deadlines.
- Preparedness and willingness to commit to travel.
- Preparedness to be flexible in regard to working hours, i.e. attend and present at meetings out of hours etc.
- High level of skill in communicating and customer service, i.e. person, by telephone.
- Sense of initiative and creativity.
- High level of interpersonal skills and the ability to elicit cooperation from others.
- Demonstrate empathy, interest and knowledge of professional tennis coaching and club environment.
- Demonstrated ability to work independently and as part of a team.
- Excellent relationship building skills required to deal with people from a wide range of backgrounds.
- Strong communication, negotiation and relationship building skills.

- A love of the Sport and a strong desire to contribute significantly to the growth of it.

#### Personal attributes

- Positive
- Determined
- Resilient

- Flexible
- Collaborative
- Self-disciplined

#### 7. Declaration

I acknowledge that I have read and understand this Position Description which forms part of my employment contract from the date of effect.

**Employee:** \_\_\_\_\_ **(signature) Date:** \_\_\_\_\_

This Position Description is approved by:

**Manager:** \_\_\_\_\_ **(signature) Date:** \_\_\_\_\_

**Manager HR:** \_\_\_\_\_ **(signature) Date:** \_\_\_\_\_