

Position Description



Employer	Tennis Victoria
Position Title	Player Programs Coordinator
Business Unit	Tennis Operations
Employment Status	Permanent Part-time (approx 23 hours / 3 days per week)
Location	Olympic Park Admin Building Level 1 Olympic Boulevard, Melbourne
Date	Effective 15 August 2008

1. Position Purpose

The Player Programs Coordinator is responsible for overseeing targeted programs within the Tennis Operations Division that support a range of activities for Victorian players aged approx 12 and over. The purpose of the role is captured within Tennis Victoria's Strategic Plan 2006 – 2010 and relates to support of the structures within the player pathways for juniors to ensure they retain their involvement in the sport through the promotion and support of various training and playing opportunities in Victoria. This role also ensures that through a range of various programs and initiatives, all tennis stakeholders including players, their families, coaches, officials and club administrators are informed and engaged within the Victoria's player pathways.

2. Reporting and Liaison

- a. Reporting to:**
Executive Manager – Tennis Operations
- b. Positions Reporting to Job Holder:**
Not applicable

3. Key Relationships

- a. Internal:**
CEO, Executive Manager – Tennis Operations, Executive Manager - Tennis Access, Tennis Operations Divisional staff
- b. External:**
Tennis Australia including TACM, TOA-V, TCA-V, State Government, VicHealth, VicSport, Local Government, Regional Sports Academies, VCTA, various private funding partners and corporate sponsors.

4. Authorities for Decision Making

Authority

As per the Tennis Victoria delegations policy.

5. Key Responsibilities & Performance Measures

No.	Key Responsibilities
(i)	<p>Junior Player Pathway</p> <ul style="list-style-type: none"> Oversee the support of Tennis Victoria's player development pathway for players aged 12 and over via; <ul style="list-style-type: none"> Ensure both the training pathway and competitions pathway materials accurately reflect the various opportunities for Victorian players Ensure the pathways are marketed and promoted at relevant Tennis Victoria events and all internal organisation channels are informed and resourced to promote the pathways out to market Provide administration support to all external inquiries regarding the player pathways and to educate the tennis community on the pathway and the opportunities to play Administer all aspects of the new Advantage Club from planning, delivery and ongoing review To monitor and measure junior playing trends to determine the relevance of the player pathways and to make recommendations where appropriate for change To ensure a strong link to the pathways exist for players under 12 as they exit the Talent Development programs and enter their next stage of tennis development To promote the link for players who are aspiring to become elite junior athletes in the National Academy Melbourne program Create, manage and implement the player programs budget for several targeted player programs Provide statistics and other player results data such as rankings for preparation of the Tennis Victoria Annual Report and in other reports as required for programs
(ii)	<p>Regional Sports Academies ("RSA")</p> <ul style="list-style-type: none"> Manage the funding model for all RSAs and ensure the RSA Program Schedule provides a robust framework for each RSA to operate within Coordinate and monitor the activities of all RSAs and review each RSA 6 monthly report and provide recommendation of future support for discussion with Executive Manager – Tennis Operations. Ensure process for best practice sharing and promotion of efficient processes across RSA network Ensure RSAs are fully informed of all player development issues on a minimum monthly basis Ensure each RSA is visited annually as well as attendance at relevant RSA activities (eg. Selections) as appropriate
(iii)	<p>Talent Development program support</p> <ul style="list-style-type: none"> Provide on-court coaching support for the 12 and under Talent Development program (currently 4 - 6 hours per week) Provide logistical / equipment support for up to 4 Talent Development camps annually as required
(iv)	<p>Deliver tournament coach and player recognition certificate program</p> <ul style="list-style-type: none"> Ensure that all qualified Victorian tennis coaches working with athletes who achieve success at Victorian OJT AR tournaments or higher are recognised for their contribution via a certificate Ensure that all coach and player recognition is done in a timely manner and all recognition programs are promoted to the tennis community
(v)	<p>Other duties as required</p>

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

Knowledge & Skills

- Good communication skills
- Good time management skills
- Demonstrated administration of player programs including the ability to plan, implement, assess and review programs, services and strategies so that appropriate ongoing modifications can be made.
- Capable of setting and achieving goals within organisational strategic frameworks, formulating and then following plans, processes and policies
- Competent at collecting, assessing, organizing and evaluating information and data
- Sound understanding of junior tennis development and environment including coaching, playing, technical, tactical and physical aspects of training
- Understanding of current sporting initiatives, environments, sporting trends and ability to analyse these to apply best practice for benefit of organisation.

Qualifications

- Degree in Sports Administration / PE or Human Movement (preferred)
- Tennis Coaching qualification - Junior Development or higher – (preferred)

Competencies, Behaviours & Attributes

- Well presented and articulated
- Team player and desire to maintain positive working relationships
- Ability to work across a variety of user groups and engage various groups and individuals where appropriate
- To identify and build strategic alliances and networks with people and organisations external to Tennis Victoria.

This Position Description is approved by:

Manager: _____ **(signature) Date:** _____

HR Manager _____ **(signature) Date:** _____