



Job Description

Head of Development Coaching & Community Programmes

Reporting to: General Manager (GM) & Head Coach

Salary: Competitive based on experience and qualifications.

Role

Summary:

The role of Head of Development Coaching & Community Programmes is a hybrid position, (off-court employed and on-court self-employed), comprising three specific areas; (1) ILTSC Tennis & Rackets development programme - the promotion and development of racket sports (including tennis, squash, racketball, padel) at the club; (2) Outreach - the implementation and delivery of the clubs strategy for “outreach” in the community including overseeing the Bradford Parks Activity programme and Schools Outreach and (3) on-court coaching delivery on the internal and external coaching programmes.

Key Tasks:

Key responsibilities include:

1. Rackets Programmes

- Manage the ILTSC Tennis and Rackets development programme for adults and juniors including;
 - Co-ordination of a thriving development programme for coaching, competition and social opportunities.
 - Work with the Head Coach to lead the Rackets Team of self-employed coaches to ensure consistency and excellence in our coaching offer, increasing participation & retention.
 - Work with the front desk & admin team to ensure all aspects of administration & finance operate efficiently on the club’s associated CRM platforms (Currently Globus Club solutions, Clubspark and Clubwise).
 - Implement a clear junior and adult pathway, including the facilitation of clear online player onboarding and a standards-based programme.
 - Lead promotional opportunities to attract new players including Open Days and Rackets Camps.

- Lead parent liaison and member communications with the coaching team.
- Work with the Head Coach to support a Talent ID programme and cross-over to the Club Performance Programme.
- Work with the Head Coach to deliver the New Member Induction process ensuring excellent integration of new members into the club and programmes.
- Oversee a relevant competition programme including internal and external match-play opportunities, club tournaments and events.
- Work in tandem with the Head Coach, Club Management Team and Club Committees to develop and deliver the vision and strategy for all aspects of Racket sports at ILTSC.
- Ensure that all agreed actions from the committees and management are delivered within the agreed deadlines.
- Deliver national, regional and County LTA initiatives at a local level in partnership with the LTA and the Yorkshire County LTA and other tennis providers in the area, with particular focus upon achieving the key objectives of the LTA British Tennis Strategy.
- Develop Personal Development plans for each coach within the team within your remit, assist with training and support.
- Ensure all coach profiles and website information are correct and up to date.
- Ensure that the booking system is up to date, all activity is booked and communicated to members.
- Provide information and updates for the club newsletter.
- Assist with the management, operation and communications relating to the Lexus Ilkley Open and other competitions at ILTSC.

2. Outreach

Deliver the club's community vision and strategy in line with key partners including LTA, Bradford Metropolitan District Council, other relevant governing bodies, local stakeholders and community groups and local education providers. The club has a defined role and opportunity to deliver a legacy from hosting the Lexus Ilkley Open, particularly the promotion and delivery of racket sports in the wider community, focussing upon children, schools and under-privileged areas.

The community vision comprises 3 areas; (1) Bradford Parks coaching and activity operator, (2) Large Scale Schools outreach in the local catchment and (3), Lexus Ilkley Open Schools and Community offer.

- It would be a key part of the Head of Development Coaching & Community Programmes role to manage the Bradford Parks Coaching Programme including;

- Co-ordinating a relevant and affordable coaching programme at park sites within the local Ilkley catchment.
- Working with coaches and clubs at sites located in the wider Bradford Community to deliver the same.
- Working with Community Activators and venues to deliver at sites located within inner-city Bradford.
- Partnership working with and reporting to the LTA Regional Team, Active Bradford, BMDC and wider Bradford Tennis Network.
- Co-ordinate large scale schools' outreach from end-to-end including school engagement, programme co-ordination, open days and conversion to programme (whether at ILTSC or Parks in the local catchment) as a key tool to attract new players to the programme.
- Develop, grow, and mentor a volunteer and coach workforce.
- Oversee and deliver the established schools outreach programme at the Lexus Ilkley Open which sees circa 2000 school pupils from over 50 schools attending the event.

3. Coaching delivery (self-employed)

By delivering some elements of the ILTSC (and potentially the Parks) coaching programmes, it will assist the recruited Head of Development Coaching & Community Programmes to;

- Deliver key sessions on the programme with the most visibility, impact and highest return (e.g. Mini Tennis Red / Adult beginners & improvers).
- Be better positioned to serve member and parent queries with regards the programme.
- Influence appropriate programme changes to improve our offer by making it relevant, accessible and progressive.
- Work more closely with the Head Coach with regards to talent ID and player development.
- Drive excellence and best in class through leading by example.

Key Skills and Experience:

Essential:

- Preference to hold L4 (minimum L3) LTA Coach Qualification.
- Up to date LTA Coach Accreditation+ including DBS and Safeguarding.
- Track record of delivering U10's Mini Tennis and Adult coaching within a large development programme with high levels of recruitment/retention.
- Experience of leading a development rackets programme with track-record of programme growth.

- Proven ability to lead, mentor, and develop other coaches.
- Proficiency in using CRM systems.
- Experience of co-ordinating large scale school's outreach.
- Proficiency of budget management and financial/KPI reporting.
- Strong communication and stakeholder management skills, with experience of working with diverse groups including both member and community organisations. (e.g., sponsors, members, local authorities).

Desirable:

- Experience of delivering community programmes across Park, Education and Community venues.
- Understanding of Local Authority objectives, Active Lifestyles.
- Experience to build relationships with schools, local authorities, and community partners.
- Awareness of industry trends and developments in the rackets sports and coaching.

Personal Attributes:

- Highly motivated, proactive, creative, and solution-oriented, with a passion for delivering exceptional experiences.
- Confident communicator, engaging and dynamic.
- Interpersonal skills, with the ability to maintain a harmonious coaching environment.
- Commitment to fostering an inclusive and welcoming club environment.

Why Join ILTSC?

Ilkley Lawn Tennis and Squash Club is a prestigious, community-focused club with a rich history and a commitment to excellence in sport and hospitality. As the Head of Development Coaching & Community Programmes, you will play a central role in shaping the club's Rackets offering, internally and externally. This brings the ultimate responsibility of delivering best in class experiences and growing rackets sports both at the club and across the wider community. The club is ambitious in its vision and future developments and combines a unique working opportunity as host of the Lexus Ilkley Open.