



**POSITION:** Coach Development Manager  
**POSITION TYPE:** Employee  
**REPORTS TO:** Head of Participation & Coaching  
**LOCATION:** Auckland  
**DATE ESTABLISHED:** January 2020

## TENNIS NEW ZEALAND VISION

Tennis – accessible and thriving

## TENNIS NEW ZEALAND MISSION

Building community through tennis.

## POSITION PURPOSE

The Coach Development Manager is responsible for the implementation, and ongoing delivery of the national strategic initiatives in the areas of coach development and coach engagement.

The position is responsible for the delivery of all short courses, qualifications, workshops, conferences and extension opportunities, as well as the recruitment and resourcing of Coach Developer network. The Coach Development Manager is also responsible for ensuring quality coaches are serving the needs of participants and athletes at all levels.

## KEY RELATIONSHIPS

- New Zealand Coach Developers
- All Association and Region staff members
- Tennis Coaches
- Tennis Australia staff
- Sport New Zealand Community and Coaching staff
- International Tennis Federation (ITF) Coach Development staff
- Tennis Club administrators

## MAIN RESPONSIBILITIES

### Coach Development

- Resource and co-ordinate the delivery of Coaching Fundamentals and Coaching Assistant short courses
- Plan and support delivery of Junior Development (JDC) and Club Professional (CPC) qualification courses
- Support coaches participating in JDC and CPC courses with off-court assessment tasks
- Plan and deliver coaching extension modules and other education opportunities
- Recruit and develop a national network of coach developers (including annual training sessions)
- Manage the Recognition of Current Competence scheme (in partnership with Tennis Australia)
- Work closely with Tennis New Zealand Performance team to develop opportunities for aspirant performance coaches

### Coach Engagement

- Act as the point of contact for coach enquiries and support
- Coordinate regular meetings of the tennis coaching advisory group
- Develop and deliver national/regional coaching conference(s)
- Create regular coaching updates and create content for coach newsletters
- Create resources and templates and education opportunities for clubs and coaches to improve the coach-club relationship

### Partnerships

- Service and strengthen the key relationships with Tennis Australia, Sport NZ and ITF Coaching teams
- Build strong partnerships with all Regions and Associations
- Work closely with all Coach Developers

#### Administration

- Collect coaching information and provide reports on national coaching statistics
- Maintain the national coach database, and keep [www.tennis.kiwi](http://www.tennis.kiwi) coaching pages up to date
- Lead any tennis coaching specific projects as/when required

### PERSONAL SPECIFICATIONS

#### SKILLS AND EXPERIENCE

- Experience in tennis coach development course delivery
- Experience in team leadership
- Confidence in public speaking and presentation delivery
- Sound IT knowledge and experience including multimedia and Microsoft office programmes
- Experience in working with diverse stakeholders and coaches of all levels
- Knowledge of the structure of Tennis in New Zealand
- Extensive tennis coaching experience
- Comprehensive understanding of the Tennis New Zealand Coach Development framework
- Excellent written and verbal communication skills
- Ability to collect key coaching data, interpret results and compile reports

#### PERSONAL ATTRIBUTES

- Passion for tennis
- Well organised with an attention for detail
- Changemaker/influencer
- Ability to deal with adversity and challenging environments
- Desire to promote and foster the development of tennis coaches of all abilities (from volunteer to professional)
- Positive and enthusiastic attitude
- Eager to take ownership and be held responsible
- Communicates honestly, openly and consistently
- Ability to build relationships with a wide range of people (ranging from volunteers to board members)
- Flexibility to work outside normal business hours including national travel

#### QUALIFICATIONS

##### ESSENTIAL:

- ITF Level 2 Coaching qualification or equivalent
- Minimum five years tennis coaching experience

##### PREFERRED:

- Relevant Tertiary qualification in Sport Management, Education or Physical Education
- First Aid

#### DIRECT REPORTS

- Coach developers