

North Baddesley Tennis Courts – OPERATOR AND COACHING PROVIDER OPPORTUNITY

JOB TITLE: Operator and Coaching Provider to North Baddesley Council to deliver at North Baddesley Tennis Courts.

RESPONSIBLE TO: North Baddesley Parish Council (NBPC)

LOCATION: North Baddesley Tennis Courts

ABOUT THE OPPORTUNITY:

The Lawn Tennis Association (LTA) and North Baddesley Parish Council (NBPC) are completing the refurbishment of North Baddesley tennis courts.

The facility has 2 courts offering outdoor facilities all year round, although currently the courts do not have flood lighting. Access is via key code and users either have family membership or can purchase one off passes.

NBPC are looking to recruit a person / organisation who can manage the usage of the site through the booking and access systems and coordinate all aspects of their coaching programme. This will involve use of the clubspark booking system and gate access technology that will be installed as part of the court refurbishments.

JOB DESCRIPTION:

The person / organisation would work closely with NBPC to provide:

- Management and oversight of public use of the courts.
- Monitoring of usage, income generation and the public use of the bookings system
- Provide a mechanism to support public enquiries related to the use of the tennis court.
- Work closely with NBPC to ensure income generated meets the ongoing expenses / maintenance planning for the tennis courts. NBPC will be responsible for the courts' maintenance and an agreed schedule of weekly/monthly/yearly maintenance tasks shall be drawn up with the provider and NBPC. The provider shall inform NBPC if additional work is required or the scheduled work has not been carried out.

Additionally, the person / organisation would also provide the added benefit of coaching to the community:

- Encourage and deliver recreational competition
- Maintain links with local schools and community groups to help attract more players to the programme and more users to the site
- Manage the marketing and promotion of the coaching programme via social media, local advertising and open days

PERSONAL SPECIFICATION:

The ideal candidate will also:

- Have excellent communication skills enabling them to relate effectively with the community
- Be inventive in exploring/offering new coaching opportunities, including LTA-led programs
- Possess good organisational skills in order to manage the program including CRM (Clubspark) system to ensure a good customer journey.

OPERATIONS AND COACHING PROVIDER EXPECTATIONS

The successful person / organisation would contribute a rental fee to NBPC from income generated to the ongoing maintenance of the courts. It is proposed that this rental fee to be paid in quarterly instalments to support the person / organisation in managing the courts.

Additional detail is provided below:

- The person / organisation recruited will keep all income generated by the courts.
 - That income would be used to cover the rental fee noted above.
 - The person / organisation would be responsible for the ongoing gate maintenance charge.
 - The person / organisation will be responsible for administering and marketing the booking system / coaching and any costs this incurs. There will be opportunity to request support for NBPC to amplify the court offer to the public.
 - The programme of activities and management of the courts will be reviewed by the council, periodically signed off with support from the LTA officers in respect of the investment agreement criteria.
-
- The person / organisation will ensure that all staff used to deliver activities are appropriately LTA qualified and accredited.
 - The person / organisation would be fully responsible for their own tax and national insurance contributions within the appropriate legal status.
 - The council wish to enter into an agreement for 5 years with a suitable probationary period and an annual review of performance against agreed objectives.
 - The person / organisation will have sole commercial coaching rights at the venue.
 - The person / organisation will not be permitted to sub-contract court hours to other organisations to deliver the same services.

- The coaching provider will partner with the LTA/Sports England to provide a range of community tennis activities – supporting all initiatives and relevant products. E.g. LTA youth, Big Tennis Weekends and ‘Free Parks Tennis’

QUALIFICATIONS:

- Competent IT skills (Word/ Excel/PowerPoint/Databases/Microsoft Office/internet)
- Minimum LTA Level 3 Qualification for coaching services.
- LTA Accreditation + and full Public Liability Insurance
- Full UK Drive License
- Advantageous rather than essential – Accountancy and Business Management Qualifications.

APPLICATION AND KEY DATES

Date listed: 6 November 2023

Closing date: 26 January 2024

Applications by e-mail only to clerk@northbaddesley-pc.gov.uk. Please include a short summary of why you are interested in this project complete with a CV / resume of your current business and contact details of two suitable referees.

All enquiries and questions may be directed to the above e-mail address.

Applying organisations shortlisted for interview will be notified by 9th February 2024. Interviews will consist of an overview presentation of the applicant's visions for the programme and the site, an on-court session (details to be provided in advance) and a question and answer session. Interviews will take place in person at North Baddesley Recreation Ground Pavilion during the week of 19th to 23rd February 2024.

Details behind the provision of services contract can be discussed on the appointment of a successful coach / coaching provided