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Reg. No. 2000/018796/08

## Manager – Coaching, High Performance & Junior Tennis:

Tennis South Africa is looking to recruit for the below position. Should you feel you are a suitable and qualified candidate, then please send your CV and a covering letter to: [info@tennissa.co.za](mailto:info@tennissa.co.za). Applications close at 4pm on Wednesday 31<sup>st</sup> May 2017.

**Job Title:** Manager – Coaching, High Performance & Junior Tennis.

**Reporting to:** CEO of Tennis South Africa.

**Department:** Coaching, High Performance & Junior Tennis.

**Location:** TSA Head Office, Lords Office Estate, Centurion, Gauteng Province, South Africa.

**Commencement Date, Contract Term and Remuneration Package:** To be discussed with the short-listed candidates.

### 1. Summary of role:

The position entails the operational, administrative and strategic management of High Performance Tennis, Junior Tennis and Tennis Coaching in South Africa. The position has a strong people management focus - managing a TSA staff of 3-5 people, as well as external stakeholders – such as Government departments, provinces, players, coaches and parents. Extensive travel both in South Africa and internationally may be required.

### 2. Job requirements:

#### Qualifications:

- Minimum coaching certification of ITF Coaching Advanced Players (ITF Level 2 or TSA Pro#), **ITF Coaching High Performance Players (ITF Level 3) preferred.**
- Approved TSA/ITF course Tutor for all levels of Certification.
- Attended a minimum of one ITF Regional or World Wide Coaches Conference in the past 24 months.
- Tertiary Academic qualifications in Sport Science or Sport Management (or similar) would be preferred.

#### Experience:

- Minimum 5 years' experience as a Coach and Coach Developer (Educator) at National level – including proven experience of coaching high performance or elite level players.
- Minimum 5 years' experience in tennis administration at Domestic, Regional or International level.
- Ideally played tennis at a Provincial, National or International level.
- In depth knowledge of best practise in long term player development and planning (at elite level), as well as an understanding of worldwide tennis structures for players and coaches.

#### Board of Directors:

G. Crookes (President), R. Davids (Vice-President), G. Ntuli, G. Whyte, J.J. Klaasen, Z. Beukes, A. Karam, F. Cassim, S. Liebenberg, H. Brody, A.H. Loubser, A.G. Fichardt, R van der Meer, R van 't Hof, D Jaquire, B Visee,

CEO: R. Glover





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- Strong network of contacts and relationships in both South Africa, as well as internationally.

### 3. Skills/competencies required:

- **Leadership:**
  - Empathetic and can build a good relationship with key stakeholders such as parents and coaches.
  - Comfortable dealing with challenging situations.
- **Management:**
  - Comfortable with day to day staff management and the development of individual staff members.
  - Able to establish clear accountabilities, expectations and metrics for staff.
  - Experience managing and collaborating with external stakeholders – Government departments, provinces etc.
  - Able to organise and implement events and projects.
- **Planning & Strategy:**
  - Effectiveness in thinking through and mapping activities.
  - Able to plan and schedule.
  - Able to align day to day activities with board strategy.
- **Communication & Collaboration:**
  - Uses effective methods to communicate and motivate.
  - Ability to simplify complicated information.
  - Good listening skills.
  - Able to speak and present in public – to both large and small groups.
  - Works effectively with people from different environments and backgrounds.
  - Able to build positive alliances and relationships.
- **Finance:**
  - Experience in preparing and managing budgets.
  - Effective supplier management.
- **Customer Focus:**
  - Engages with and listens to customers (coaches, players and parents).
  - Able to inculcate a customer orientation in staff.
- **Sport Science – coach and player development:**
  - Deep knowledge of all aspects of tennis coaching and playing methodologies and techniques.
  - Understanding of long term coach and player development pathways.
  - Knowledge of advanced sports science techniques.
- **Technology:**
  - Advanced computer skills, covering all basic office functions – spreadsheets, presentations, reports etc.

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- Comfortable with all new technologies for managing players and coaches.
- Knowledge and understanding of the application of technology in a course design context.

#### 4. Duties/responsibilities:

##### Coaching:

- Manage the implementation of Certification courses and CPD workshops/conferences.
- Plan and implement the National Coaching calendar (Certification courses and CPD workshops/conferences).
- Maintain the ITF Silver Status accreditation.
- Continuously review Coaching structures to ensure best practice.
- Deliver courses and workshops within the TSA Coaching structure.
- Travel as required to Tennis courses, workshops, conferences as facilitator, speaker or invited guest.
- Manage with external stakeholders as appropriate (Government agencies, International Tennis Federation, Confederation of African Tennis, etc.)
- Oversee the implementation of TSA's transformation and development strategy in relation to the development of coaches from all communities.

##### High Performance:

- Oversee the logistics for and management of South African National Teams.
- Travel with National Junior Teams - if required.
- Implement the TSA Long Term Development Pathway for all national junior players.
- Advise on National selection for junior teams
- Plan, implement and help conduct National elite training camps for junior players.
- Travel to key International Junior competitions as consultant to the team and to National training camps - if required.
- Deal with external stakeholders as appropriate (Government agencies, International Tennis Federation - ITF, Confederation of African Tennis - CAT, etc.)
- Oversee the implementation of TSA's transformation and development strategy in relation to the development of high performance players from all communities.

##### Junior Tennis:

- Oversee TSA's participation in international age group tournaments - such Junior Fed and Davis Cups and the African Junior Championships.

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- Manage the Arthur Ashe Tennis Centre - part of the ITF Junior Tennis Initiative Program.
- Oversee the distribution of ITF equipment to TSA approved Tennis Development programmes.
- Deal with external stakeholders as appropriate (Government agencies, International Tennis Federation, Confederation of African Tennis, etc.)

TSA reserves the right not to fill the position should a suitable candidate (as determined by TSA) not be found. TSA is also committed to the Transformation imperatives of the Department of Sport and Recreation of South Africa ("SRSA") and the South African Sports Confederation and Olympic Committee ("SASCOC") as contained in, amongst others, the Transformation Charter for South African Sport. These imperatives will be considered in this appointment.

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