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Reg. No. 2000/018796/08

Head of Coaching: Tennis South Africa.

Tennis South Africa (TSA) recently advertised for a head of coaching and high performance, but it has become clear that such a role is too broad for one candidate. As a result, TSA has split the original role into two – a head of coaching and a head of high performance, respectively. TSA is now looking to recruit for these positions. This job spec is specifically for the head of coaching position.

Should you feel you are a suitable and qualified candidate for this role, then please send your CV and a covering letter to: info@tennissa.co.za. Applications close at 3pm on Friday 1st September 2017.

Job Title: Head of Coaching.

Reporting to: CEO of Tennis South Africa.

Department: Coaching.

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

Commencement Date, Contract Term and Remuneration Package: To be discussed with the short-listed candidates. For the avoidance of doubt this is a full-time role.

1. Summary of role:

The position entails the management of the TSA accredited coaching programme – from both a strategic and operational perspective. It is an administrative intensive role that covers several key functions – including:

- The maintenance and continued implementation of our ITF Silver Status accreditation.
- The management of the national coaching calendar, TSA tutors and the on- going Continuous Professional Development workshops.
- The delivery of courses and workshops within the TSA Coaching structures.
- Overseeing TSA's transformation and development strategy in relation to coach development in South Africa – including involvement with TSA's new centres of Development Excellence.
- Working with external stakeholders, such as Government agencies, the International Tennis Federation, and the Confederation of African Tennis.

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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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.
- Ideally an approved TSA/ITF course Tutor for all levels of Certification.
- Attended a minimum of one ITF Regional or a World-Wide Coaches Conference in the past 24 months.
- Tertiary Academic qualifications in Sport Science or Sport Management (or similar) would be preferred.

Experience:

- Ideally 10 years' experience as a Coach and Coach Developer (Educator) at National level – including proven experience of coaching high performance or elite level players.
- Ideally played tennis at a Provincial, National or International level.
- 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.
- Sets high ethical standards.

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.

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- **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.
- 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:

- 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.

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- 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.
- Ensure accessibility of coaching programmes in respect of rural areas.
- Monitors and inculcates international best practice.
- Ensure best practice in terms of course delivery (including the application of digital delivery).
- Develops an annual budget for internal approval. Conducts monthly/quarterly reviews and reports on variances. Works closely with the TSA Finance Department on expenditure forecasts and variations from budget.
- Provides regular progress reports to both the CEO and Board of TSA.

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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