## Disability Tennis Co-ordinator Role Description

**Overview of the Role**

The Disability Tennis Co-ordinator supports the Head Coach in the development of disability tennis and inclusivity at the venue.

**What you will be doing**

Exact responsibilities will be agreed (and may be shared) but will likely include:

* Support the Head Coach in organising and setting up activity to support people with disabilities
* Promote the venue and its activities to relevant organisations, charities and disability organisations
* Monitor the sessions through the Tennis Network programme with the Tennis Foundation with the support of the relevant Network Lead

**Skills and experiences needed for the role**

* Approachable and friendly
* Good communication skills
* Empathetic and knowledgeable of the needs of people with disabilities
* Well organised
* Good administration and IT skills

**Training and support available**

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

**Commitments**

* Time commitment will vary dependent upon tasks but on average this will be around [ ] hours per week
* You will be asked to attend disability tennis meetings with key LTA and TF representatives wherever possible

**Further Information**

* This role requires a DBS check – speak to the Welfare Officer for more information