

Cambridge University Real Tennis Club – Vacancy for Third Professional

Person Specification - Key attributes of applicants

The full range of attributes that you will bring to the club will depend on the stage that you have reached in your Real Tennis career.

At a minimum, we are looking for someone who has:

- A proven aptitude for the game of real tennis and for the core tasks associated with the sport such as ball-making, racquet care etc.
- A personable and engaging manner, demonstrating empathy and courtesy to members and guests, fellow professionals and visitors.
- Strong self-management skills with the ability to work both independently and in a team with your fellow professionals and with volunteers working on behalf of the club.
- A flexible approach to working hours, including working weekends and evenings to support club activities
- The willingness to learn and develop the full range of necessary skills – on-court, club management and administration, team working
- An understanding of the importance of sound and methodical administration

You may also be able to demonstrate some or all of the following, together with a willingness to develop yourself and grow your skill base

- Taking responsibility for your own actions and output, a self-starter capable of delivering high standards with minimal supervision, delivering high quality work and service in a timely manner
- Strong coaching skills with the ability to impart both knowledge and enthusiasm to players of all ages and abilities
- Proficiency with Microsoft Excel and Word, Google Forms or equivalent applications
- Maintaining standards and promoting teamwork by supporting others and sharing knowledge

Job Description - Duties of the Role

Key duties will include:

- Promoting an atmosphere of the Club as an inviting place for current and prospective new members, offering a friendly, professional approach and ensuring the Club facilities are kept in good order and appearance.
- Ensuring balls are made and maintained
- Greeting members, answering their questions and being certain that the club is set up for their enjoyment.

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- Organising and managing club tennis games/events and organising matches and tournaments, finding and organising games for members, recording results, and encouraging members to play.
- Assisting player development initiatives by facilitating/organising events (eg master classes, group practice) and, where appropriate, by providing coaching sessions.
- Assisting in the growth of membership numbers, including growing the number of women and junior members
- Promoting Real Tennis among the student population of Cambridge, in liaison with the Student Committee, encouraging and supporting activities to promote student membership and assist the Head Professional in developing the University teams for the annual varsity matches;
- Supporting club communications to members in a timely manner, including regular newsletters, club advertising, email and other correspondence
- Deputising for your fellow professionals during periods of absence, whether planned or unexpected.

Key Information

Supervision Arrangements and Performance Management

You will form part of a team led by the Head Professional. The Head Pro will be responsible for the day-to-day management of the whole team, co-ordinating working rotas, leave and opportunities for on-court time. Key performance targets for the Professionals Team will be set by the Club Committee on an annual basis and currently focus on increasing court usage and membership numbers.

Remuneration

The remuneration package is to be set at a level commensurate with the successful applicant's skills and experience, and will include salary and superannuation, together with potential for some self-employed income and a bonus dependant on meeting agreed performance targets. Support for relevant training and development can also be included.

Tenure and Working Hours

This is a full-time position, working a 40-hour week, which will include regular weekend and evening work to support club fixtures and tournaments.

25 days of Annual Leave plus 8 days for Bank Holidays.

You may also have ambitions for your own career in the sport that includes tournament play. The club will be sympathetic to these ambitions and will allow time for preparation and participation in tournaments where possible and when compatible with the needs of the club.

Leave and working rotas will be managed by the Head Professional to ensure that suitable levels of staff cover are available to the club at all times.