

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

Please complete the short on-line application form, which includes some standard questions, and attach the following documents. (Shortlisting is undertaken by a panel after the closing date on the basis of information provided.)

- a. A covering letter - explaining why you are interested in this post, and giving examples to demonstrate how you meet the requirements of the job as outlined in the Person Specification.
 - b. A curriculum vitae - giving full details of your qualifications and experience to date.
- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
 - We recommend that you take a copy of this recruitment pack to help with your preparation.

Our commitment to Equality, Diversity and Inclusion

At Essex our people are at the centre of everything we do and we aspire to build a culture in which every member of the University feels valued and can flourish.

We are committed to equality of opportunity, to being fair and inclusive. We therefore particularly encourage applications from candidates who are likely to be underrepresented in our workforce.

These include people from Black, Asian and Minority Ethnic backgrounds; disabled people and LGBTQ+ people and from women in our grades 9-11 roles.

The [diversity of our community](#) is more than where our staff and students come from. More than 1000 of our staff and students identify as LGBTQ+, more than 1,300 have declared a disability and many members of our community follow a religion or belief.

You can read more about our commitment to Equality, Diversity and Inclusion [here](#).

Our [Strategy](#) sets out how we will do this through the delivery of a fair and supportive working environment for all.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [AccessAble](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 1 November 2026

Interviews are planned for: 9 November 2026

University of Essex Campus Services Limited (UECS) is a wholly owned company of the University of Essex. Please note that this post is being advertised by the University on behalf of UECS and some aspects of the information provided on the University recruitment website will not apply to this appointment. The Terms of Appointment relating to this post are published on the website alongside this document.

Data Protection: UECS shares recruitment data with the University of Essex who provide human resources services.

JOB DESCRIPTION – Job ref REQ10348

Job Title and Grade:	University Tennis Coordinator Band E
Contract:	Fixed Term, Part-time (0.4 FTE). This post is fixed term until 31 August 2029 due to temporary funding.
Hours:	Your hours of work are as required to perform the duties of your role, for a full-time employee this is normally 38 hours per week. For this role the hours of work will be an average of 15.2 hours per week, with working hours weighted more heavily during term time
Salary:	£30,058 - £32,673 per annum, pro rata
Department/Section:	UECS Essex Sport
Responsible to:	Director of Sport
Reports on a day to day basis to:	Sports Scholarships and Coaching Manager
Responsible for:	Student Tennis Activator
Purpose of job:	The University Tennis Coordinator is responsible for working with the sports leadership team and Head Coach to deliver a tennis offer that supports development, performance and workforce opportunities for the student members. This role will involve providing high-quality group coaching lessons and training sessions for both recreational and performance players; organising and delivering events and competitions to the student members; developing opportunities to expand and support a student workforce in gaining valuable professional experiences through tennis, and it will involve working closely with key groups such as the student committee and LTA to provide the best possible offer for the members of the student tennis club.

Duties of the Post:

The main duties of the post will include:

- Organising, planning and delivering coaching sessions to student members across the student member pathway, including leading recreational tennis lessons and supporting the Head Coach with delivery of performance training sessions
- Supporting students both in their preparation and their participation in university BUCS matches
- Completing administrative tasks relating to events, university matches, providing updates to key partners, and supporting student member queries

- To develop valuable connections and external partnerships with the LTA, tennis clubs, and other partners that enable a variety of workforce opportunities for students in coaching, officiating, and other tennis-specific roles externally too
- To work closely with the LTA Delivery Manager to provide regular updates on progress relating to student participation and workforce development opportunities
- To run regular internal events, workshops and competitive opportunities for student members, ensuring that all members of the program have the opportunity to regularly compete, learn and develop professional skills through tennis
- To work closely with the University of Essex staff and student committee to develop further opportunities and ensure alignment with the university's key targets and goals.
- To ensure that confidentiality of information is maintained in line with data protection requirements and University Policy.
- To ensure compliance with all University Health and Safety requirements, specifically supporting the safe practices of the tennis programmes.
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Any other duties as may be assigned from time to time by the Director of Sport or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit our [website](#).

PERSON SPECIFICATION

JOB TITLE: University Tennis Coordinator REQ10348

Qualifications /Training

	Essential	Desirable
▪ LTA Level 2 Coaching Qualification (or international equivalent)	☒	☐

Experience/Knowledge

	Essential	Desirable
▪ Evidence of basic project management skills	☒	☐
▪ Understanding of basic principles of data collection and statistical analysis	☒	☐
▪ Evidence of accepting individual accountability and effective use of initiative	☐	☒
▪ Demonstrable evidence of a commitment to enhancing student experience and/or excellent customer service	☒	☐

Skills/Abilities

	Essential	Desirable
▪ Excellent organisational skills	☒	☐
▪ Excellent verbal communication skills	☒	☐
▪ Excellent written communication skills at all levels especially in report and presentation writing	☒	☐
▪ Ability to collate data and information in meaningful format	☒	☐
▪ Ability to engage and empathise with colleagues in an individual and team situation	☒	☐
▪ Commitment to diversity, inclusion and athlete welfare	☐	☐
▪ Enthusiasm for supporting others	☐	☐
▪ Ability to identify and harness the opportunities of networking internally and externally	☐	☐
▪ A strong understanding of, and competent in the use of MS Office applications	☐	☐

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	☒	☐
▪ The ability to fulfil the requirements of a DBS check (see general information)	☒	☐
▪ Full U.K. driving licence	☐	☒

* In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure all employees are eligible to work in the UK. Prior to

commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and may be able to provide sponsorship to successful candidates who are offered skilled roles and meet the eligibility criteria. Further information about UK immigration requirements and working in the UK can be found on the Home Office website www.gov.uk/skilled-worker-visa

ADDITIONAL INFORMATION

UECS/Essex Sport

You can find more information about the department on our website: www.essex.ac.uk/sport

General information

Informal enquiries may be made to Dr David Parry, Director of Sport (dave.parry@essex.ac.uk) . However, all applications must be made online.

Due to the nature of the work, applicants who are offered employment will be subject to an Enhanced DBS before the appointment is confirmed. This will include details of all cautions, reprimands or final warnings as well as convictions.

We encourage applicants to provide details of all warnings, reprimands, cautions or criminal offences at an early stage in the application process. Should you wish to declare such information, please email the Resourcing Team in confidence, (resourcing@essex.ac.uk) attaching brief details. We guarantee that this information is shared only with the recruiting manager.

A copy of the University of Essex policy on the recruitment of ex-offenders is available on the University website: <https://www.essex.ac.uk/staff/recruiting-staff/recruitment-of-ex-offenders-and-disclosure-and-barring-service>

Having a criminal record will not necessarily bar you from working with us – this will depend on the nature of the position and the circumstances and background to your offence.

Any applicants that are offered employment will be subject to completion of enhanced referencing before appointment can be confirmed. To satisfy the enhanced referencing you will need to provide the names of referees who can cover a 3 year employment/ Education history. If you have not been in employment or education for any period over 1 month in the past 3 years please provide details of a person who is not a member of your immediate family or a close personal friend who will be able to confirm your suitability for the role.

University of Essex Campus Services Limited Benefits

▪ competitive salaries	▪ training and development
▪ childcare facilities	▪ generous holiday scheme

Campus Services will focus on 5 core principles:

1. To develop and operate the commercial facilities at the University of Essex with the highest standards of customer care and value for money to enhance the student and staff experience.
2. To collaborate with Academic Departments and Professional Services.
3. To engage actively with the local and regional community to further the reputation of the University of Essex.
4. To champion a team culture with succession planning and remuneration firmly anchored on performance.
5. To deliver annual growth in surplus for the University of Essex.

Campus Services

Created in 2010, the Campus Services directorate brings together existing staff and student commercial services, with a combined turnover of £21m and total staff of over 230 full-time equivalents. Services delivered under the Campus Services umbrella are critical to enabling the University to deliver the objectives in its strategic plan – improving the student experience, facilitating growth and improving the financial performance of the University.

Some business units within Campus Services – Event Essex, Print Essex and Wivenhoe Park Day Nursery – are part of University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex.

Accommodation Essex

Accommodation Essex contributes to a positive student experience by providing a safe and supported environment in which students can develop personally and academically. The University of Essex offers a wide range of accommodation suited to a variety of needs all within walking distance of the academic departments and campus facilities at both Southend and Colchester campuses.

You can find more information about the department at the following link

<http://www.essex.ac.uk/accommodation/>

Essex Sport

The Colchester Campus Sports Centre offers excellent indoor and outdoor facilities including the £1.4 million refurbished gym and fitness rooms. There are a wide range of opportunities to participate in sport, exercise and health at great value for students, staff and the local community.

Wivenhoe House Hotel

Wivenhoe House is a four star country house hotel, set in parkland on campus. It is also home to the Edge Hotel School.

Essex Food

Through their many catering outlets and delivered hospitality service, Essex Food provides a professional and courteous customer led service to students, staff and visitors. The promotion of a

nutritious, and value for money hospitality service, together with respect and dignity for customers and staff are the cornerstones of their business.

Event Essex

Event Essex promotes the vast range of University of Essex conference, meeting and event venues in Colchester and Southend to businesses and public sector organisations locally, regionally and nationally. The dedicated team offers an expert event planning and co-ordination service.

Wivenhoe Park Day Nursery

Set in the peaceful surroundings of Wivenhoe Park, the purpose built Wivenhoe Park Day Nursery offers outstanding day care to children from 3 months to 5 years, as well as holiday clubs for children from 5-11 years. Places are open to all, including the public.

everythingEssex

In 2011, Campus Services began co-ordinating official University of Essex merchandise and gifts. This exciting project included product development and improving routes to market. Merchandise is available on the **everything Essex** outlet at the Colchester campus.

Further information on Campus Services can be found via www.essex.ac.uk/uecs.

University of Essex Campus Services Limited

The successful candidate will be employed by University of Essex Campus Services Limited, a wholly owned subsidiary of the University of Essex. The company was established to manage the commercial operations at the University of Essex. The terms of employment for this role are specific to University of Essex Campus Services Ltd.

The University of Essex – a profile

The University of Essex was founded in 1964 when it opened its doors to a cohort of just 122 students. Since then, we have grown in both reputation and size. There are now more than 16,500 students studying at three campuses - in Colchester, Southend and Loughton (East 15 Acting School). All academic activity is organised into three faculties – Humanities, Science and Health and Social Sciences.

Staff communities, networks and forums

We are proud to have a number of [staff Networks](#) including: [Access Forum](#), [Black Asian and Minority Ethnic community Staff Forum](#), [Essex Women's Network](#), [Global Forum](#), [LGBTQ+ and Allies Community](#) and [Parent's Support Network](#).

Our Colchester campus based [Faith Centre](#) hosts regular services, meetings and events organised by our chaplains and faith representatives.

This document is produced by:

Resourcing Team
People & Culture
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 876559
Email: resourcing@essex.ac.uk

Last updated: October 2026