

Position: HKCTA Part-Time Tennis Coach – National Training Squad (NTS) / Elite Development (ED)

Reporting to the Development Manager, High Performance Manager and Centre Leader(s), the Part-time Tennis Coach will be responsible for the following duties,

- 1) To work with the Centre Leader(s) and a team of support staff to deliver a high-performance tennis program in NTS/ED;
- 2) To assist in technical and tactical development of players;
- 3) To assist in monitoring players' progress and results;
- 4) To assist with the administration and coordination of logistics, accounting, coaching and team resources related to local and overseas squad training and competitions; and
- 5) To perform any other appropriate duties as assigned by supervisor.

Accountabilities:

- 1) To work within the HKCTA coaching team to create a world-class high performance training environment;
- 2) To create, build and sustain effective working relationships and networks with key partners, particularly other tennis coaches, and staff;
- 3) Maintain high standards of discipline and work ethic to ensure the success and the professional image of the HKCTA. Be a role model and lead by example. Ensure that standards are maintained at all levels;
- 4) Continually update knowledge on world's best practices to ensure best possible information is available to players. Through regular appraisal and self-analysis, find opportunities for personal and professional development;
- 5) Knowledge on Health & Safety at work, and notify the Centre Leader(s) of any safety concerns;
- 6) To build, manage and maintain strong inter-departmental relationships and communication within the organisation; and
- 7) Abide by the HKCTA Coach's Code of Conduct.

Person specification:

- 1) Knowledge and understanding of and commitment of tennis;
- 2) Knowledge and understanding of how to engage and communicate and motivate tennis players of all ages;
- 3) Knowledge and understanding of Health & Safety and Child Protection;
- 4) Ability to communicate effectively both verbally and in writing;
- 5) Ability to work effectively in a team;
- 6) Good understanding of international standards of junior players; and
- 7) Highly motivated and enthusiastic.

Essential requirements:

- 1) Valid HKCTA Licensed Coach / Eligible to apply for HKCTA Licensing;



- 2) Full commitment to the program in one training centre;
- 3) Compliance with the Code of Conduct of HKCTA
- 4) HKCTA Licensed 1 coach has to upgrade by taking HKCTA Development Coach Course within 2-year time from the first working date;
- 5) Relevant coaching experience;
- 6) Excellent communication skills; and
- 7) Computer skills.

This is a part-time, hourly rate based at Hong Kong, China. If you are interested in the above position, please submit a letter of application to info@tennishk.org . Provide a detailed CV that includes your coaching and academic qualifications, relevant working experience, details of playing career, achievements as a coach, and a list of two referees. Please also indicate your preferred training venue to work among HK, Kowloon, NTE and NTW for our reference. Please indicate on the subject of the email “Application for **HKCTA Part-Time Tennis Coach (NTS) / (ED)**”.

We look forward to hearing from qualified candidates who share our passion for tennis and growing the sport within our local community. All applications will be treated in the strictest confidence. Personal Data provided by appointees will be used strictly for recruitment and other employment-related purposes only.