## Tennismark Lead Role Description

**Overview of the Role**

The Tennismark Lead is responsible for achieving, maintaining and monitoring Tennismark status at the venue.

**What you will be doing**

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

* Understanding the criteria the venue needs to achieve Tennismark accreditation
* Working with the committee to meet the criteria and secure Tennismark accreditation
* Maintaining and monitoring Tennismark accreditation once achieved
* Dealing with any LTA correspondence regarding Tennismark accreditation
* Maintaining accurate records of volunteer/coach qualifications at the venue

**Skills and experiences needed for the role**

* Approachable and friendly
* Good communication skills
* Good organisational 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 may be asked to attend committee meetings where possible

**Further Information**

* This role does not require a DBS check