

## INCLUSION OFFICER - ROLE DESCRIPTION

### Introduction

Cambridgeshire Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Cambridgeshire Tennis and is currently unincorporated. Voting members are clubs within the County that are registered with the LTA. Schools, other educational establishments, and parks registered with the LTA and located within Cambridgeshire are also supported by the County but are not voting members. The management of Cambridgeshire Tennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn oversees several committees responsible for specific aspects of County Tennis as well as all remunerated roles required to support the work of the Association.

The vision and mission of Cambridgeshire Tennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable. The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion, and encourage people from all backgrounds and experiences to apply to join Cambridgeshire Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equality, diversity and inclusion into all work and functions.

### Role of the Inclusion Officer

The Inclusion Officer leads the County's Open Court programmes which support those with physical or mental impairments to gain better access to tennis.

### Responsibilities

- County lead on Open Court programmes
- To report on matters concerning disability tennis to the Participation Committee and to the Management Committee
- To lead the Association in the development and implementation of an Inclusivity Action Plan
- To attend 3-4 inclusion meetings with the LTA
- To ensure the core responsibilities allocated to the Inclusion Officer on the attached schedule - which may be updated periodically in the LTA's document "Core Role of the County" are carried out in a professional and efficient manner and within the budget set annually
- Proactively share any conflicts of interests at meetings

### Skills and knowledge

- Good organisation and communication skills
- A commitment to promoting equality, diversity and inclusion.
- Understanding about the effects of discrimination on grounds of age, disability, gender, race, religion and sexual orientation
- Acting as an advocate for and presenting the needs of members of ethnic minority groups, the LGBTQ+ community, and those affected by age or disability



- Sound knowledge of the tennis requirements of people with varying impairments and to establish programmes that are accessible and enjoyable
- Ability to work in a team and motivate others
- Ability to seek out sources of funding
- Enthusiastic, friendly, and approachable
- Empathetic
- A good listener

### Number and Frequency of Meetings

- Participation Committee Meetings will be held at least four times annually approximately 1-2 weeks before each Management Committee meeting
- Additional meetings may be arranged at the discretion of the Chair to respond to the activities of the Committee and its members
- Management meetings are held 4-6 times per year
- Meetings with venues, coaches and potential client organisations (such as specialist schools etc.) and with LTA disability co-ordinators will be required occasionally

### Special requirements

- A current DBS check is required
- Completion of Safeguarding training essential

### Expenses

Reasonable expenses associated with the role can be reimbursed.

### Location

The role of the Inclusion Officer will mostly be carried out from home. Travel to various meetings will be necessary as well as to liaison visits to clubs and other establishments mostly within the County. Administration for Cambridgeshire Tennis is undertaken from office premises at Hills Road Sports and Tennis Centre, Purbeck Road, Cambridge CB2 8PF.

### Core Responsibilities of the Inclusion Officer – Cambridgeshire Tennis

<b>Inclusion Officer - Embedded in Participation Committee but, due to importance of role, sits on Management Committee.</b>	
<b>Inclusion Development:</b> Signpost venues to LTA Learn to access Open your Doors Training	
<b>Inclusion Development:</b> Liaise with venues to establish Open Court programmes.	
<b>Inclusion Development:</b> Source funding for Open Court programmes	
<b>Inclusion Development:</b> Encourage venues to complete evaluation & monitoring framework	
<b>Inclusion:</b> Adopt & implement LTA's national inclusion strategy	
<b>Inclusion:</b> Implement & monitor a County D&I action plan	
<b>Inclusion:</b> Implement and update the LTA Open Court Programme Action Plan	

**Document Revision History**

<b>Version</b>	<b>Date</b>	<b>Review Date</b>	<b>Revision</b>	<b>Completed by</b>
1.0	27/05/23	01/01/26	First version, no revisions	Mark Sanders & Julie Wych

*Ownership of this document belongs to the Inclusion Officer for Cambridgeshire LTA. Please ensure revisions are documented in this table and the filename version and date are updated.*