



Role: National Tennis Centre Supervisor

Tennis Ireland is the National Governing Body for the sport of tennis in Ireland.

The organisation was founded in 1908, has almost 180 affiliated clubs and engages with almost 80,000 players. Tennis Ireland stages Pro Tour events including the AIG Irish Open Championships, and selects teams to participate in the Billie Jean King Cup, Davis Cup and other international events at Junior, Senior and Veterans level. Tennis Ireland also supports the delivery of a wide range of competitive, educational and development programmes at local, provincial and national levels.

Job Summary

The National Tennis Centre at DCU is a state-of-the-art tennis facility with four indoor hardcourts, three clay courts (seasonally covered) and three outdoor hardcourts, all floodlit. We are seeking an experienced supervisor to join our team. This role will oversee all supervisory aspects of the National Tennis Centre facility, including day to day maintenance, serving customers and managing court bookings.

The successful candidate will have a proven track record in site supervision and solid experience in working with members of the public.

We are looking for a service-oriented individual who displays a positive and proactive attitude, strong organizational skills, the ability to prioritise and multitask, and be a strong communicator.

Key Duties and Responsibilities

- General Administration and reception duties.
- Dealing with the public in relation to court bookings.
- Manage the online court booking system and oversee the group booking system.
- Cash handling for payments.
- Ensuring that all facilities are maintained to a high standard.
- Light maintenance, repairs and cleaning duties.
- Reporting of any security, maintenance issues to the relevant authorities.
- Assist in the erection/dismantling of the dome.
- Adherence to health and safety protocols.
- Logging incident reports.

Experience Required

- Experience in a similar role.
- General administration, proficiency in Microsoft Office suite particularly Excel & Word and online booking systems.
- Experience working with members of the public.
- General maintenance experience.

Additional requirements

- Satisfactory Garda / Police Vetting.
- Valid work permit.

Additional Information

- The role is a temporary, part-time position.
- The post is based in DCU, Dublin.

Reports to: Commercial Department

Location: DCU

Remuneration: Based on skills and experience provided during the interview process.

How to apply

Letter of application and CV should be sent by email to hr@tennisireland.ie no later than **5pm on Thursday 26th May 2022**. Please reference **National Tennis Centre Supervisor** in the subject line.

Tennis Ireland is an equal opportunities employer