



## **Role: Competitions Coordinator**

### About Tennis Ireland

Tennis Ireland is the National Governing Body for the sport of tennis in Ireland. Tennis Ireland was founded in 1908 and has almost 180 affiliated clubs and engages with almost 80,000 players. Tennis Ireland stages Pro Tour events including the 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.

### **Role**

Tennis Ireland is looking for a Competitions Coordinator to join the Tennis Ireland team based at our new Head Office in the National Sports Campus, Dublin. As Competitions Coordinator you will report to the Competitions Manager.

This role is offered on a full-time basis for 37.5 hours a week. A level of flexibility is required for the role and some evening/weekend work could be required from time to time.

### **Job Summary**

#### **Key Duties and Responsibilities**

- Liaise with the International Tennis Federation (ITF) on the WTN and other competition related matters.
- Development of the Tennis Ireland Competitions Calendar across all age categories.
- Liaise with the Competitions Manager regarding the Tennis Ireland rankings updates.
- Oversee the issuance of tournament calendar licences and permits and ensure that the terms and conditions upon which permits are issued are adhered to.
- Administer the return of all tournament documentation and ensure that administrative processes around the operation of tournaments and the collection of fees are optimised.
- Support the Provincial Branches in the delivery of high-quality level regional competitions.
- Assist Clubs, Schools and Players with queries relating to competitions showing an excellent understanding of the Rules.

#### **Experience Required**

- Competence in the use of Microsoft Office Outlook, Excel, Word and PowerPoint.
- Previous experience in running competitions using Tennis Tournament Planner.
- Good communication and negotiating skills.

#### **Additional Information**

- This is a permanent role, subject to a successful 6-month period of probation.



- The position will incorporate the need for flexible working hours including occasional weekend work.
- The position is full time (37.5 hours per week).

**Reports to:** Tennis Ireland Competitions Manager

**Remuneration:** Depending on experience

**How to apply**

Letter of application and CV should be sent by email to [hr@tennisireland.ie](mailto:hr@tennisireland.ie) no later than **12 noon on the 19<sup>th</sup> September 2023**. Please reference Competitions Coordinator Role in the subject line.

Only applicants to be invited for an interview will be contacted. All candidates must have existing valid permission to live and work in Ireland unrestricted. Appointment will be made subject to satisfactory Garda Vetting and suitable reference checks.

**Recruitment Timeline**

Interviews to be held on the 26<sup>th</sup> September 2023 in our offices in Dublin.

**Tennis Ireland is an equal opportunities employer.**