



## **Role: Inclusion Administrator**

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 over 180 affiliated clubs and engages with almost 80,000 players. Tennis Ireland has a dual remit to sustain and grow our growing tennis community, and to provide the necessary pathways and performance ecosystem for young players who aspire to play on the professional tennis tour, to achieve against their ambitions. Hence our purpose is to nurture and promote excellence at all levels of our all-island tennis community.

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 Masters level. Tennis Ireland also supports the delivery of a wide range of competitive, educational and development tennis programmes at local, provincial and national levels.

### **Role**

Tennis Ireland is looking for an **Inclusion Administrator** to join the Tennis Ireland Operations team based at our new Head Office in the Sport Ireland Campus in Blanchardstown in Dublin. The successful candidate should be interested in joining a fast-paced team, trusted to deliver and implement our equality diversity and inclusion strategy. The Inclusion Administrator will be involved in the day to day administration of the Enjoy Tennis programme, which is our programme for players with a disability to learn and enjoy playing tennis in clubs around Ireland.

### **Key Duties and Responsibilities**

- Administering the Tennis Ireland Club funding scheme including the applications process, approvals, and tracking.
- Assist with the administration of grant applications and the preparation of reports for funders ensuring compliance with the terms of the grant agreement.
- Assist with the financial administration on all Enjoy Tennis grants in conjunction with the Tennis Ireland Finance team.
- Process invoices from coaches and other suppliers and submit to the Tennis Ireland Finance team.
- Procurement of enjoy tennis equipment for programmes as required.
- Ensure compliance with Tennis Ireland processes and in particular safeguarding and licensing of coaches.
- In collaboration with the Tennis Ireland Development team, monitor the level of programme activity ensuring data is recorded effectively and accurately.
- Ad hoc duties or project work as the role evolves.

### **Experience Required**

- Minimum 1 - 2 years' relevant administration experience working with people with disabilities and minority groups.
- Strong attention to detail, with the ability to work on own initiative and be capable of achieving deadlines.
- Excellent Microsoft Office skills, particularly in Word and Excel.



### **Additional Information**

- This is a two-year fixed term contract, subject to a successful 6-month period of probation.
- The position is part-time based on a 15-hour working week.

**Reports to:** Inclusion and Diversity Officer

**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 11<sup>th</sup> April 2024**. Please reference Inclusion Administrator role in the subject line. Late applications will not be accepted.

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, Safeguarding and suitable reference checks.

Tennis Ireland is an equal opportunities employer celebrating diversity and championing inclusivity. If you require any reasonable accommodations to assist you in participating in the employee selection process, please simply let us know. We heartily encourage all interested parties to apply.