



Role: Connacht Branch 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

The Connacht Branch of Tennis Ireland is looking for a Branch Administrator with a major focus on the expansion of activity namely organization of competitions and increasing numbers of players and clubs participating. These competitions will include all leagues whether Senior, Junior or Schools. The role will be target driven.

This position will require you to interact proactively with key stakeholders and ensure the smooth running of Branch activities. We are looking for a detail-oriented individual, with a positive and proactive attitude, strong organisational skills, and the ability to prioritise and multitask.

The role will initially be offered on a part-time basis, 12 hours a week, subject to a review in 6 months. A level of flexibility is required for the role and some evening/weekend work may be required from time to time.

Key duties and responsibilities

- Assisting in organizing and driving events particularly those referred to above in Role description.
- Attend national competition meetings on behalf of Connacht Branch
- Scheduling meetings and making travel arrangements.
- Managing and updating company databases (Clubs, Players, etc).
- Answering general requests and inquiries.
- Administration, data collection and on-site support at tournaments and assessment days.
- Providing administrative support to the Connacht Branch Council as needed.
- Liaise with Tennis Ireland Finance Team to ensure invoicing and payments run smoothly in all matters related to Connacht Branch.
- Liaise with Tennis Ireland Communications and Marketing Officer and Connacht Branch to assist with preparing content for promoting Connacht Branch activities on social media platforms.



- Performing other administrative duties as required.

Key requirements

- Administrative experience desirable (working in tennis, sports club, gym, leisure centre, voluntary or hospitality organization being an advantage).
- Strong organizational and administrative skills.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office and data management software.
- Excellent understanding of tennis and competitions and tournament software.
- Background in tennis is desirable.

Key attributes

- Team player with can-do attitude.
- Customer-service focused, personable and professional.
- Organised and proactive with excellent prioritisation abilities.
- Excellent and confident communicator with good written and verbal skills.
- Ability to establish good working relationships with stakeholders.

Reports to: Competitions Manager, Tennis Ireland and a monthly report into the Tennis Ireland Connacht Branch.

Remuneration: Depending on experience.

How to apply:

Letter of application and CV should be sent by email to hr@tennisireland.ie no later than **5:30pm on Tuesday 1 October 2024**. Please reference Connacht Branch 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 accommodation to assist you in participating in the employee selection process, please simply let us know. We heartily encourage all interested parties to apply.