



## **Role: HR Operations 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 **HR Operations Coordinator** 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 people centric, progressive, and tailored HR solutions that are aligned to our corporate strategy.

### **Key Duties and Responsibilities**

- Coordinate recruitment procedures, including posting job advertisements, screening candidates, scheduling interviews, conducting interviews and maintaining applicant tracking systems.
- Submit and govern all employment checks, including reference checks, vetting, safeguarding checks etc.
- Coordinate the new hire onboarding process, including inductions, check-ins and set up with payroll and HR system.
- Contract preparation for employees and contractors.
- Maintain accurate and up to date employee records on our HR management system (HR Locker).
- Manage the Tennis Ireland Garda vetting service in accordance with strictly set out criteria.
- Identify training needs for employees and maintain training records.
- Ensure accurate collation of monthly payroll amendments for submission to payroll.
- Manage the full leaver process, draft exit paperwork, final payroll administration, preparation of file for archiving and notification to the relevant areas.
- Support employee development and performance management processes.
- Provide HR support and advice on policies and procedures to all employees.
- Work with the Operations Manager on initiatives for staff including training and events, as required.
- Support the day-to-day operations of Tennis Ireland including liaising with suppliers, contractors and the management of key data and information.
- Develop and implement employee engagement strategies to create a strong workplace culture.
- Ad hoc duties or project work as the role evolves.

### **Experience Required**

- Minimum 2 years' relevant HR coordination/administration experience.



- Good understanding of general human resources policies and procedures.
- Strong attention to detail, with the ability to work on own initiative and be capable of achieving deadlines.
- Recruitment experience.
- Excellent Microsoft Office skills, particularly in Word and Excel.
- Ability to handle confidential information with discretion and professionalism.
- Relevant 3<sup>rd</sup> level HR qualification.

### **Desirable criteria**

- Experience with Garda Vetting processes.
- Safeguarding 1 & 3.
- Experience with HR Locker or other similar HR system an advantage.

### **Additional Information**

- This is a two-year fixed term contract, subject to a successful 6-month period of probation.
- The position will incorporate the need for flexible working hours including occasional evening and/or weekend work.
- The position is full time based on a 37.5 working hour week.

**Reports to:** Tennis Ireland Operations 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 **5:00pm on Wednesday the 4<sup>th</sup> of December 2024**. Please reference HR Operations Coordinator 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.**