



## Job Specification

Position Title:	Non-Executive Portfolio Director (Governance Portfolio)
Organisation:	Tennis Ireland
Location:	National Remit (Ireland)
Role Type:	Voluntary Board Appointment
Term:	Initial three-year term, renewable subject to Board review for a further 3 years
Time Commitment:	Estimated 1–2 days per month, including circa 8 board meetings (in person and on Teams) and subcommittee meetings, workshops, and stakeholder events.

### 1. Purpose of the Role

Tennis Ireland, the National Governing Body for tennis in Ireland, supports and engages with its active all-island community of almost 94,000 affiliated members across 192 tennis clubs. Tennis Ireland has a dual remit to sustain and grow our large tennis playing community through our Clubs, 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 give everyone the game of their life*.

The organisation is at a key growth stage, advancing its strategic ambitions including increasing participation levels and standards of play in tennis, while building organisational resilience, driving inclusivity, and ensuring operational excellence across the sport.

The Non-Executive Director (Governance Portfolio) will play a vital leadership role in upholding and continuously improving the governance structures of Tennis Ireland. As a member of the Board, the Director will help ensure that fiduciary responsibilities are met, that governance processes align with best practice, and that the organisation demonstrates integrity, transparency, and accountability to all stakeholders.

### 2. Key Responsibilities

#### Board Duties:

- Provide independent, non-executive oversight and constructive challenge to the Executive team.
- Participate fully in Board deliberations, shaping strategic decisions and long-term planning.
- Help ensure financial viability, risk mitigation, and operational sustainability.
- Act as an Ambassador for Tennis Ireland and support member engagement across clubs, provinces, and the wider sports community.



- Uphold the Tennis Ireland values, including integrity, inclusiveness, community and excellence.

#### **Specific Governance Portfolio Duties:**

- Lead governance strategy and compliance, ensuring alignment with the Sport Ireland Governance Code for Sport.
- Oversee the maintenance and regular review of policies including conflict of interest, selection, disciplinary / complaints, whistleblowing, safeguarding, board diversity, and succession planning.
- Ensuring clear governance processes for the operation of the Sport and the Board are in place including Board Evaluation, Selection, Matters Reserved and Financial Governance including reserves policies.
- Chair the Governance Subcommittee, directing its work programme.
- Recommend structural adjustments to Board composition, director induction, and performance evaluation processes.
- Guide the adoption of digital governance tools and facilitate transparent documentation and records of Board decisions.
- Maintain awareness of regulatory changes and best practice developments in nonprofit and sports governance.
- Provide advice and recommendations on constitutional amendments, risk registers, and annual reporting obligations.

### **3. Person Specification:**

#### **Essential Skills & Experience:**

- Demonstrable experience presenting at senior management or board level with a strong track record and/or expertise in governance, risk or regulatory affairs.
- Familiarity with charity or nonprofit governance frameworks in Ireland or internationally.
- Proven ability to interpret and implement governance codes and ethical standards.
- Strategic thinking, analytical rigour and sound judgment in complex stakeholder environments.
- Experience influencing cultural change and organisational development.

#### **Desirable Attributes:**

- Knowledge and passion for the world of tennis in Ireland or internationally.
- Legal, accounting, or public affairs background.
- Knowledge of Irish sport governance, either through voluntary or professional involvement.
- A commitment to transparency, inclusion, and ethical conduct.
- Capacity to foster collaboration and consensus among diverse stakeholders and communicate effectively.



**Skills And Competencies:**

- Financial Literacy: Ability to interpret financial statements and assess financial health.
- Risk Management: Understanding of risk frameworks and mitigation strategies.
- Legal & Regulatory Acumen: Awareness of director duties, fiduciary responsibilities, and governance codes.
- Analytical Judgment: Capacity to challenge constructively and make informed decisions.
- Ethical Integrity: High standards of honesty, independence, and impartiality.

**4. Additional Information**

- Induction and ongoing board development support will be provided.
- The role is unpaid, but all reasonable travel and related expenses will be reimbursed.
- Tennis Ireland is committed to building a diverse board and encourages applications from all.

**5. Recruitment Process:**

Expressions of Interest for consideration are welcomed by email to [hr@tennisireland.ie](mailto:hr@tennisireland.ie) by 5.30pm Friday 15<sup>th</sup> August 2025.