



About Tennis Ireland

Founded in 1908, Tennis Ireland serves as the National Governing Body for the sport of tennis in Ireland. It comprises 190 affiliated clubs and a growing community of over 93,000 players. Tennis Ireland has a dual remit to sustain and grow our large 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.

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 all across the island of Ireland. Hence our purpose is to give everyone the game of their life.

Role

Tennis Ireland is currently looking for a Tennis Ulster Development & Safeguarding Officer to join the Tennis Ireland team. The successful candidate will report to the Director of Development.

This role is offered on a full-time basis for 37.5 hours per week and subject to a 6-month probation period. A level of flexibility is required for the role and some evening/weekend work could be required from time to time.

Development Officer Roles & Responsibilities:

- Participate in strategic working groups as required and engage in activities / programmes to promote and support the Tennis Ireland strategy.
- Increase participation in the sport through the delivery of key Tennis Ireland development programmes in Schools, Parks, Communities and Clubs and through the organisation of events and activities. Engage with schools working closely with the Schools Development Officer. Encourage key target groups and promote inclusion with a focus on addressing social, disability, gender, ethnic and other gradients.
- Work closely with Club Committees to promote good governance and practice in the operation of their clubs as indicated within the Clubmark Program. Promote and educate clubs on the Clubmark Program.
- Engage with key stakeholders and agencies such as Local Sports Partnerships, Local Authorities, and coaches to assist with the promotion and development of Tennis.
- Promote and educate clubs on safeguarding policies and procedures.
- Promote Coaches Education programmes in the region.
- Promote, facilitate and lead volunteer training.
- Identify sources of funding available for local tennis development.
- Represent Tennis Ireland at local meetings regarding the development of strategic plans or development programmes.
- Engage with non-affiliated clubs to increase the number of affiliated clubs.
- Generate reports as and when required.
- Ensure that all information and data arising from activities is recorded and managed efficiently and in compliance with Data Protection protocols.



- Incentivise information sharing, drive efficiency and innovation through the delivery of our Inter Club Forum workshops. Provide online resources and upload webinar recordings to our website to provide further support to our affiliated members.
- Work with clubs to address the 5 main sustainability objectives (Travel, Waste, Water, Energy & Biodiversity) and promote the Sustainable Toolkit.
- Promote the Tennis Ireland Lifelong Participation and Long-Term Player Development Pathway, the Parks Tennis initiative and the Tennis Ireland Activators and Leaders Courses for volunteers.
- Promote the ITF Academy to all coaches, volunteers, parents and players.
- Promote the use of the World Tennis Number (WTN), and level-based competition.
- Advise and work with clubs on their internal competition structure and ensure they have a good balance between coaching and organised play.
- Be aware that our values (integrity, inclusiveness, community & excellence) and behaviours (leadership, respect, nurture, standards) are central to everything we do in Tennis Ireland.
- You will be required to perform such other duties as may reasonably be required of you by the Director of Development / by the organisation.

Safeguarding Specific Roles & Responsibilities:

- Act as the Safeguarding Officer for Tennis Ulster and keep clubs up to date on all new safeguarding concepts, matters and requirements.
- Attend courses, seminars and workshops delivered by the National Society for The Prevention of Cruelty to Children (NSPCC) and liaise with the organisation as required.
- Ensure our clubs and stakeholders are following the Sport NI safeguarding standards and the Tennis Ireland safeguarding requirements and conduct safeguarding information workshops and webinars as required.
- Inform club Safeguarding Officers about the required training as a prerequisite for conducting their role.

Tennis Ulster Specific Roles & Responsibilities:

- Deliver targets agreed with Sport NI in the Tennis Ulster 5 Year Action Plan 2023-2028 on Retention and Growth, Workforce Planning, Safeguarding, Equality, Diversion and Inclusion and Good Governance.
- Assist with the preparation and submission of funding applications to Sport NI, City Councils and other funders.

Key Requirements:

- The ideal candidate will have a strong tennis background.
- Experience in sports development is desirable.
- A good knowledge of safeguarding young people and vulnerable adults.
- Access to own transport is essential.
- Strong organisational and administrative skills.
- Excellent communication skills, both written and verbal.
- Excellent interpersonal skills.
- Ability to work on own initiative.
- Strong stakeholder liaison, partnership and influencing skills.
- Proficiency in Microsoft Office and data management software.



Experience Required:

- Degree or relevant qualification in sports management preferable.
- Sports background and knowledge of tennis is preferable.
- Current driver's license.
- Satisfactory Garda Vetting.

How to Apply:

Letter of application and CV should be sent by email to hr@tennisireland.ie no later than **5.30pm Thursday 21st August**. Please reference **Development & Safeguarding Officer** in the subject line.

Additional Information:

- The contract is a two-year fixed term contract in duration based on 37.5 hours per week.

Only applicants to be invited for an interview will be contacted. All candidates must have existing valid permission to live and work in the UK unrestricted. Appointment will be made subject to satisfactory Criminal Record Checks (Access NI), Safeguarding and suitable reference checks. Tennis Ireland is an equal opportunities employer.

Further information about Tennis Ireland is available on www.tennisireland.ie