



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.

About Munster Tennis

Munster Tennis is the administrative body for tennis in the province of Munster which works in tandem with Tennis Ireland. Leading Munster Tennis, the Munster Branch Council which is elected annually by the members of the individual Clubs in Munster oversees all the activities and programs under its remit. Operating under the council are several Branch Council sub-committees where much of the work is carried out. The Branch Council and sub-committees are also supported by dedicated staff and other volunteers. The focus of Munster Tennis is on tennis activities and driving competitions in the province.

Role

Munster Tennis is currently looking for a Performance Development Officer to join the Munster team. The successful candidate will report directly to the Tennis Ireland National Performance Development Director and matrix report to the Munster Branch President.

This role is offered on a part-time basis for 20 hours per week. A level of flexibility is required for the role and some evening/weekend work could be required from time to time.

Key Roles & Responsibilities:

- Manage the implementation of structured programmes to identify and provide more players with an opportunity to reach their full potential.
- Review the programme annually and report findings to the National Performance Development Director, National Coaches and Munster Branch.
- Engage with the Regional Development Officers to ensure that players involved in participation programmes can find a pathway to progress within the sport.
- Consider Coach education requirements and engage with the National Performance Development Director and Munster Branch to plan for coach education opportunities.
- Ensure that the programmes engage clubs within the 3 regions in the province and provides support to their player development programmes.
- Recruit appropriately qualified and licensed coaches from the 3 regions in Munster and S&C Trainer to deliver the provincial performance programmes.
- Visit squads in the 3 regions on a regular basis to support and mentor coaches and to oversee the implementation of the programme.
- Review and manage the performance of coaches engaged in the programme across the 3 regions in Munster.
- Work closely with the National Performance Development Director and Performance Coordinators from the other provinces to assist in the development and implementation of the Tennis Ireland Performance Pathway.

- Meet with Club Committees / Parents via Information Meetings as required to obtain feedback on the programmes.
- Ensure that the provincial programmes act as feeders into National programmes and representative teams.
- Build a broad base of male and female players from TI Junior Kids players up to college players.
- Assist in the preparation of a budget for the programme and ensure that the income and expenditure targets for the programme are adhered to.
- Engage and manage key stakeholders to promote the Provincial and National Performance Development programmes.
- Engage and coordinate with the Tennis Munster Competitions Coordinator and in particular in relation to the Tennis Munster SUPER League (which is tailored towards Performance Development).
- Act as an ambassador for Tennis Ireland and represent the organisation professionally.
- This role will require up to 15 hours per week on-court work.
- Produce 2 reports annually to the National Performance Development Director and complete the player profile database biannually.
- Deal with correspondence and attend relevant Tennis Ireland workshops and meetings as required by the National Performance Development Director.
- Regularly attend national and provincial tournaments and events including the Tennis Munster SUPER League.
- Meeting with the National Performance Development Director when advised.
- Develop a one team culture with the help of the other Provincial Coordinators and the National Performance Development Director.
- Ensure that all information and data arising from activities is recorded and managed efficiently and in compliance with Data Protection protocols.
- Visit clubs regularly in the 3 regions of your province and keep abreast of club programmes.
- Plan, promote and organise the hosting of TI Junior kids events within your province.
- Attend the National Junior Championships in Dublin.
- Oversee six friendly travel days for match play purposes.
- Engage in regular communication with other performance club head coaches including planned on court sessions.
- Work closely with other Tennis Ireland staff to ensure alignment of performance development programmes.

Key Attributes

- Strong interpersonal skills and professional demeanour.
- Organised with excellent prioritisation skills. Ability to act on own initiative.
- Excellent and confident communicator with good written and verbal skills.
- Ability to establish good working relationships with stakeholders.
- Proficiency in Microsoft Office suite particularly Excel and Word.

Experience Required

- Degree or relevant qualifications in sports management preferable.
- Sports background and knowledge of tennis is preferable.
- Current driver's license and 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 Wednesday 8th October. Please reference 'Performance Development Officer' in the subject line.

Additional Information

- Remuneration will be dependent on relevant experience.
- The contract is a two-year fixed-term contract duration based on 20 hours per week.