



About Tennis Coach Ireland (TCI)

TCI was established in 1992 by a group of coaches who felt that those teaching the game would benefit from a strong representative voice. The Association has now grown to 350+ members from across Ireland and is the official tennis coaches' representative body for Ireland. Our function is to inform and represent coaches on all matters related to teaching the game.

TCI wish to appoint an Association Administrator.

Key Roles and Responsibilities

Financial:

- Handle all financial income and expenditure i.e. receive and record incoming fees / subscriptions / monies, pay and record outgoings / expenditure.
- Prepare financial reports for committee meetings and provide information to the Association's Treasurer to present.
- Prepare financial information for submission to the Auditor for the annual accounts to be prepared by the external Accountant.
- Regularly liaise with the TCI Treasurer.

Membership Registration:

- Complete the membership registration process and maintain the membership directory.

TCI Insurance Scheme:

- Liaise as required with TCI's Public Liability Insurance company.
- Secure payment from members.
- Distribute insurance certificates.
- Handle member queries.

Conferences/Workshops:

- Assist with the organization of events and relevant logistics.
- Assist with the registration process and collect fees.
- Arrange payments for associated stakeholders e.g. conference speakers.

Website:

- Responsible for updating the website content as directed.

Other:

- You may be required to perform other duties as may reasonably be required of you in relation to the role and the Association.

**Key Attributes:**

- Able to act on own initiative.
- Organised with excellent prioritisation skills.
- Excellent communicator with good written and verbal skills.
- Have a good working knowledge of accounting processes.
- Proficient in Microsoft Office, particularly Excel, Word and Outlook.
- Able to handle all correspondence professionally and timely.
- Record and manage all information and data efficiently and in compliance with Data Protection protocols.
- Maintain confidentiality.
- Maintain good relations with TCI members and stakeholders.
- Act with integrity, demonstrate respect and maintain operational excellence.

Further Details:

- Self-employed position.
- 10 hours per week on average.
- This position largely entails working from home, with only occasional trips to meetings and events.
- The appointee will be provided with a TCI laptop and mobile phone.
- The appointee will report directly to the TCI Chairperson.
- Remuneration will be dependent on relevant experience.

How to Apply:

Letter of application and CV should be sent by email to stephen.garvin@outlook.com no later than 5.30pm on Friday 24th October 2025. Please reference 'Association Administrator' in the subject line.

TCI is an equal opportunities employer, welcoming applications from all suitably qualified individuals.