



Role

Tennis Ireland is looking for a **HR Generalist** to join the Tennis Ireland Operations team based in the Sport Ireland Campus in Blanchardstown, Dublin. The function of the role is to lead in the provision of the full range of HR activities. The successful candidate should be interested in joining a fast-paced environment, trusted to deliver people centric, progressive, and tailored HR solutions that are aligned to the Tennis Ireland strategy. The successful candidate will report to the Operations Manager.

Key Duties and Responsibilities

HR Generalist Responsibilities:

- **People Strategy & Culture:** Lead the Tennis Ireland HR People Strategy and support the leadership team on HR strategic initiatives.
- **Recruitment:** Handle the end-to-end recruitment process including job specification creation, posting job advertisements, screening candidates, creating scoring matrices and scheduling and conducting interviews.
- **Employee Onboarding:** Complete employee reference checks and ensure that the relevant onboarding documentation is obtained including safeguarding training and garda vetting compliance. Complete the employee induction and coordinate IT system and payroll set-up to ensure a seamless integration to the organisation. Prepare and issue contracts.
- **Employee Records:** Maintain accurate and up to date employee records on our HR management system (HR Locker).
- **Training Needs Analysis:** Identify training needs, research and coordinate training delivery and maintain training records.
- **Leavers Process:** Manage the full leaver process, including conducting exit interviews and providing necessary final payroll adjustments.
- **Succession Planning:** Work closely with the leadership team to identify and develop successors creating a talent pipeline.
- **Performance Management:** Support the leadership team with the performance management processes providing necessary training, coaching and guidance as required. Monitor the employee probation and performance review process and support managers in delivering meaningful, values and behaviour-based feedback and employee development planning.
- **HR Policies & Procedures:** Stay abreast of industry best practices and changing legislation and update policies and procedures accordingly. Provide HR support and advice on policies and procedures to all employees.
- **Reporting:** Provide regular HR reports / presentations to the CEO, leadership team and the HR Remuneration Sub Committee. Coordinate CEO reporting requirements as and when required ensuring timely delivery of report submissions.
- **Employee Engagement:** Develop and implement employee engagement strategies to create a strong workplace culture. Manage and assess employee satisfaction through annual employee engagement surveys. Lead and coordinate employee well-being events. Design and coordinate the staff day agenda, presentation and format



working in close alignment with the CEO and Operations Manager. Maximise employee interaction and engagement throughout the session providing opportunity for networking, brainstorming and meaningful information cascade.

- **Tennis Ireland Values & Behaviours:** Champion the organisation values (integrity, inclusiveness, community, excellence) and behaviours (leadership, respect, nurture, standards) ensuring that they are embedded across recruitment, performance management, learning and development and employee engagement activities.
- Ad hoc duties or project work as the role evolves.

Data Protection Officer:

- **Law & Regulation Understanding:** Understand data protection laws and regulations and ensure Tennis Ireland adheres to same (training will be provided).
- **Policies & Procedures:** Implement policies, procedures and best practices that align with compliance requirements and conduct regular audits to identify risks and implement corrective actions. Develop and implement data governing policies including data retention, processing and disposal practices.
- **Conduct Assessments:** Conduct assessments i.e. Data Protection Impact Assessments (DPIA) to evaluate risks associated with data processing activities. Document security and privacy gaps and address accordingly.
- **Data Protection Liaison:** Serve as the main liaison between Tennis Ireland and regulatory authorities / Legal Counsel and handle all enquiries and complaints from individuals regarding their data rights.
- **Reporting:** Provide data protection reports / updates to the Board as and when required.

Deputy Company Secretary Responsibilities:

- Provide deputy company secretarial support, including board pack preparation, minute-taking, action tracking, and attending board meetings as required.

About Tennis Ireland

Founded in 1908, Tennis Ireland serves as the National Governing Body for the sport of tennis in Ireland. It comprises 192 affiliated clubs and a growing community of over 100,000 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. Tennis Ireland is at a key growth and inflection point, advancing its strategic ambitions to build resilience, drive inclusivity, and ensure operational excellence across the sport.

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.



Experience Required

- Minimum 5 years' relevant HR Generalist experience.
- Thorough knowledge of current employment legislation and its application.
- Excellent Microsoft Office skills, particularly in Word, PowerPoint, Teams and Excel.
- Ability to handle confidential information with discretion and professionalism.
- Relevant 3rd level HR qualification.

Desirable Criteria

- Experience with HR Locker or other similar HR system an advantage.
- Garda Vetting and Safeguarding 1 training.

Key Qualities:

- Excellent people skills
- Understand how to build and align culture
- Well developed conflict resolution and problem-solving skills
- Strong work ethic and ability to work in a dynamic environment
- Ability to work under pressure
- Flexible and adaptable attitude
- Handling of sensitive information using discretion and confidentiality
- Team player with ability to work on own initiative as well as in a small, dedicated leadership team.

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.
- This position is based at our Head Office on the Sport Ireland Campus in Blanchardstown, Dublin.

Remuneration: Depending on experience.

Letter of application and CV should be sent by email to hr@tennisireland.ie no later than **5:00pm on Friday the 27th of March 2026**. Please reference 'HR Generalist Role' in the subject line. Late applications will not be accepted.

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.