



Dunboyne Tennis Club

ROLE DESCRIPTION

Title: Tennis Head Coach

Role Holder: Vacant

Location: Dunboyne Tennis Club, Old Kilbride Road, Clonee, Co. Meath, Ireland

Reports to: The Club Committee

Closing date for receipt of applications 31/05/2026.

Please send your CV by e-mail dunboynetennisclub@gmail.com

Note: this is a contract for services role.

ROLE SPECIFICATION:

A Tennis Head Coach in Ireland is responsible for leading, developing, and overseeing all aspects of a club's coaching and tennis activity programmes. The role combines high-level technical coaching with strategic planning, with the aim of increasing participation, improving retention, and enhancing competitive performance across both junior and adult members. As a key leader within the club structure, the Tennis Head Coach also plays a central role in shaping the club's culture, standards, and long-term development.

Founded in 1979, Dunboyne Tennis Club (the "Club") is a family friendly tennis club based on the Dublin/Meath border seeking an enthusiastic coach to join our Club. Our goal is to promote tennis development and the standard of play through providing high quality, enjoyable coaching programmes and activities that can satisfy the needs of all our members, of all ages and at all levels of ability.

About the Role

This is a coaching position focused on delivering high-quality, enjoyable sessions for players of all ages and abilities including juniors. The role is ideal for someone who enjoys working in a community environment and wants to help grow participation in the game.

The coach will be responsible for bringing new ideas and energy that will increase participation/excitement in tennis and improve playing standards at the Club, thus enabling retention of existing members and increasing the recruitment of new members.

What we offer

- Chance to lead and shape the Club’s future coaching programmes
- A supportive Club committee
- A Club culture that values participation, development, fun and success
- Opportunity to grow your own coaching programmes
- Opportunity to make a real impact in growing local tennis participation

The following role description is not exhaustive. It is a guide and may be amended to meet the changing requirements of the Club at any time, following discussion with the coach.

Responsibility	Tasks
Coaching & Player Development	<ol style="list-style-type: none"> 1. Create and operate to a multi-year plan for tennis coaching in the Club (with an outline to be discussed and agreed with the Club). This plan will be reviewed annually. 2. Design and implement long-term player development pathways. 3. Monitor player progress and provide regular feedback and assessment. 4. Identify and nurture talented players for competitive pathways. 5. Ensure coaching programmes align with national standards and best practices. 6. Act as a group coach or individual coach. 7. Always provide a consistent high standard of delivery across all programmes. 8. Continuously review and refine your coaching performance. 9. Develop a suite of training and coaching programmes for all levels including structured sessions (for example drills, games and cardio tennis). 10. Willingness to participate and support the “Enjoy Tennis” programme to provide an accessible and inclusive environment for players with a disability to play tennis.
Coaching Programme Management	<ol style="list-style-type: none"> 1. Develop and manage weekly and seasonal coaching schedules. 2. Ensure dedicated camps are run during school holidays, with a blend of coaching, drills, supervised matches and fun

	<p>games; organise structured supervised play sessions.</p> <ol style="list-style-type: none"> 3. Introduce or implement new initiatives to increase participation across all age groups. 4. Ensure programmes are inclusive, accessible, and engaging.
Club Development & Strategy	<ol style="list-style-type: none"> 1. Contribute to the Club's overall tennis development plan. 2. Set participation, retention, and performance targets. 3. Support membership growth through innovative and fun tennis offerings. 4. Collaborate with the Club committee on long-term planning and strategy. 5. Attend and report at Club committee meetings as required.
Competition & Performance	<ol style="list-style-type: none"> 1. Support and provide input into internal competitions, leagues, and Club events. 2. Provide coaching to players and teams for local, regional, and national competitions as and when required. 3. Support the men and ladies' captain in team selection and match-day performance. 4. Foster a competitive but positive playing environment.
Leadership & Staff Management (if applicable)	<ol style="list-style-type: none"> 1. Mentor and manage assistant coaches and volunteers. 2. Conduct regular team meetings and performance reviews. 3. Ensure all coaching staff maintain appropriate qualifications and CPD. 4. Promote a positive, professional coaching culture within the Club.
Member Engagement & Retention	<ol style="list-style-type: none"> 1. Build strong relationships with members, parents, and players. 2. Act as a key point of contact for coaching-related queries. 3. Gather feedback to improve programmes and member experience. 4. Create a welcoming and inclusive Club environment. 5. Liaise with the Club Membership Officer with respect to any potential new joiners to the Club / coaching programme.

Marketing & Promotion	<ol style="list-style-type: none"> 1. Support promotion of coaching programmes through social media and Club channels. 2. Assist in organising open days, taster sessions, and community outreach. 3. Work with the Club to attract new members and retain existing ones.
Administration & Reporting	<ol style="list-style-type: none"> 1. Maintain accurate records of attendance, programmes, and player progress. 2. Monitor programme performance. 3. Provide regular reports to the Club committee. 4. Coordinate bookings, payments, and scheduling systems
Health, Safety and Safeguarding	<ol style="list-style-type: none"> 1. Ensure that all applicable health and safety rules and procedures are applied and adhered to. 2. Provide accurate and detailed safety information to members where and when needed 3. Work with the Club's Child Liaison Officers and the committee to ensure that coaching within the Club adheres to best practice, including all relevant Club policies. 4. Ensure that all equipment is in working order and area is safe for use prior to each session. 5. Report any safeguarding concerns immediately to the Child Protection Officer in line with the Club's' safeguarding policies.
Interaction with Members Service / Customer Service	<ol style="list-style-type: none"> 1. Engage with all Club members and guests in a friendly and professional manner. 2. Meet and greet parents and report to them any necessary information about their child's behaviour/actions during coaching programmes/sessions. 3. Coordinate any queries parents may have for discussion with the Committee and / or Membership Officer. 4. Communicate to children 'at their level' and create a positive, encouraging and fun environment for sports participation.

QUALIFICATIONS AND EXPERIENCE

Knowledge (Education & Related Experience):

Essential:

- Accredited Tennis Coach with a minimum Level 3 qualification with Tennis Ireland. Applications from Level 2 coaches will be considered where supported by strong additional qualifications and/or relevant coaching experience
- Proven track record of successfully delivering and developing coaching programmes within a Club environment
- Experience and proven track record of coaching children
- Strong leadership, interpersonal, and communication skills, with the ability to engage effectively with players, parents, members, and committee
- Excellent organisational and planning skills, with the ability to manage multiple programmes and priorities
- Up-to-date child safeguarding and Garda vetting with a commitment to child protection & inclusive coaching practices
- First aid, defibrillator & all welfare qualifications recommended
- Competent in the use of technology, including email, Microsoft Office, and social media platforms for communication and promotion
- Flexible and adaptable, with availability to work evenings, weekends, and during peak programme periods in line with Club activities
- Eligible to work in the Republic of Ireland
- Minimum age 18 years old

Other information:

- This is a contract for services position. In performing this role, the coach shall not be involved in an employment, partnership, or agency relationship with the Club
- Flexibility required with regard to working hours
- Opportunity to provide private lessons