



Role: Munster Competitions Administrator (Part-time)

Munster Tennis is currently looking for a Branch Competitions Administrator to join the Munster Tennis team. The successful candidate will report to the Tennis Ireland Competitions Manager and will also work closely on-the-ground with the Munster Branch. The role will be based in Munster with a requirement for one day a week at the Tennis Munster Office (Acorn Business Centre, Blackrock, Cork).

This role is offered on a part-time basis for 21 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. A strong focus of the role is to help encourage increased activity within the Tennis Community in conjunction with the normal duties of the role.

Key Roles & Responsibilities:

- General administration and management of activities relating to leagues / tournaments / squads / assessment days including on-site support as and when required.
- General Office Administration including handling all verbal and written incoming and outgoing correspondence and handling all enquiries. Filing, scanning and photocopying as required.
- Update provincial website and social media channels. Liaise with the Tennis Munster Branch/PRO and the Tennis Ireland Communications & Marketing Coordinator to assist with preparing content for promoting Branch activities on Tennis Ireland social media platforms. Follow brand guidelines appropriately.
- Maintain the Tennis Munster social media pages including current event information and results updates.
- Maintain and manage databases ensuring that they are updated frequently and complete data collection exercises as and when required. This includes the Tennis Munster event planning and tracking financial logs.
- Maintain and manage directories ensuring information is up-to-date.
- Organise events, relevant logistics and travel arrangements.
- Diary management, schedule meetings, prepare agendas, attend meetings, record minutes and actions and follow-up on action completion.
- Maintain stock inventories and order supplies as required.
- Manage office equipment addressing repairs.
- Financial management is a critical and central responsibility of this role. This includes uploading purchase invoices and notifying necessary Branch personnel and the Tennis Ireland Finance Team of clubs, participants / entrants to be invoiced. The successful candidate must be comfortable processing all provincially run tennis programme income, maintaining accurate financial records, and ensuring timely reconciliation of accounts. The role also requires creating the monthly supplier payment run file in conjunction with the relevant Branch contact and setting up payments for second authorisation by the Tennis Ireland Finance Team. A high level of accuracy, accountability and attention to detail in all financial matters is essential.
- Provide administrative support for projects.
- Maintain up-to-date processes to ensure governance.
- Generate reports.



- Ensure that all information and data arising from activities is recorded and managed efficiently and in compliance with Data Protection protocols.
- Develop good relations with clubs, players, members of the public and stakeholders including for example, Branch Council Officers and Branch Sub Committee Convenors.
- Adhere to Tennis Ireland code of conduct for employees.
- You may be required to perform other duties as may reasonably be required of you in relation to the role and the organisation.
- Flexibility to work weekends related to specific events/competitions.
- Be aware that our values (integrity, inclusiveness, community and excellence) and behaviours (leadership, respect, nurture, standards) are central to everything we do in Tennis Ireland.
- Above all be prepared to help to drive additional tennis activity in the province at all times and that there is a clear understanding that this is a core focus of the role.

Key Attributes

- Team player with can-do attitude.
- Customer-service focus, 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. IT competency is essential, including the ability to learn and use specialist software. Proficiency in Tournament Software (or equivalent tournament/competition management platforms) is required, as this system is central to the administration of leagues and competitions within the province.
- Knowledge of club databases, EPOS systems, Social Media platforms and PayPal desirable.

Experience Required

- Degree or relevant qualifications in sports management preferable.
- A background in or knowledge of tennis is desirable but not essential. An enthusiasm for sport and a willingness to develop an understanding of the tennis community in Munster will be considered.
- Current full driver's license.
- Satisfactory Garda Vetting. All successful candidates who are offered positions will then be subject to Garda Vetting in addition to satisfying the full requirements of the role.

How to Apply

Letter of application and CV should be sent by email to hr@tennisireland.ie no later than 5pm on Tuesday 26th May. Please reference 'Munster Competitions Administrator' in the subject line.

Additional Information

- Remuneration will be dependent on relevant experience.
- The contract is a two-year fixed term duration based on 21 hours per week.
- The post can be based in Munster or Leinster.

Closing date for receipt of applications is 5pm on Tuesday 26th May.



About Tennis Ireland

Tennis Ireland is the National Governing Body for the sport of tennis in Ireland. Tennis Ireland was founded in 1908 and has 190 affiliated clubs and engages with approximately 93,000 registered club members. Tennis Ireland stages Pro Tour events including the AIG 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 programs at local, provincial and national levels.

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.

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