

Role

Tennis Leinster is looking for an **Operations Manager** to join the Tennis Leinster team based in the Tennis Leinster Offices in Sandyford. Reporting to the Tennis Ireland Competitions Manager, while working closely with the Tennis Leinster Branch Council and relevant Tennis Ireland departments.

Key Duties and Responsibilities:

Club Support and Stakeholder Engagement

- Provide information, guidance and administrative support to affiliated clubs on tournaments, leagues, player development programmes, squads and the services available through Tennis Leinster.
- Respond to enquiries and complaints relating to Leinster competitions and activities, ensuring issues are managed in line with established procedures.

Office Management

- Oversee the day-to-day management of the Tennis Leinster office and its operations.
- Lead, support and manage office staff, including holding regular team meetings and planning operational activities.
- Ensure the effective delivery of programmes, competitions and administrative services across the branch.
- Provide executive and administrative support to the Leinster Branch Council.
- Prepare documentation for Council meetings, subcommittees and the Annual General Meeting. Attend meetings and record minutes as required.
- Support the Leinster Branch Council with the organisation of the Annual Tennis Leinster Awards.
- Approve all monthly payments and work closely with the Tennis Ireland Finance Team and Tennis Leinster Treasurer to ensure effective financial management and budget control.
- Support compliance with Tennis Ireland policies relating to safeguarding, governance, health and safety, and data protection.

Squad Administration

- Manage all administrative aspects of Tennis Leinster squad programmes including player communications, registrations, payments, attendance monitoring, venue bookings, equipment procurement, apparel distribution, training camps and travel logistics.
- Liaise with Tennis Ireland Performance staff regarding squad activities and player development pathways.

Competitions and Events Management

- Support the delivery of Tennis Leinster's annual programme of junior and senior competitions.
- Organise and manage T100 and T200 tournaments.
- Assist with the planning and delivery of League Finals, Day Cups and Championship events.
- Organise regional Day Cup competitions for junior and senior players.
- Manage Grand Prix events, including event logistics and prize administration.
- Coordinate trophies, medals and prizes for competitions and ensure the return and upkeep of perpetual trophies.
- Coordinate all administrative requirements for Junior, Senior and Veteran Interprovincial teams, including:
 - Venue bookings, travel, accommodation and catering arrangements.
 - Issuing selection communications.
 - Coordinating player responses.
 - Organising team clothing and equipment.

Other Duties

- Attend events, competitions, and relevant committee meetings as required, including occasional evening and weekend work.
- Provide administrative support to the Dundalk Tennis Arena, where required.
- Undertake additional duties consistent with the role and objectives of Tennis Leinster.

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.

About Tennis Leinster

Tennis Leinster is the Provincial Branch of Tennis Ireland responsible for promoting, developing and administering tennis throughout Leinster. Working in partnership with clubs, coaches, volunteers and Tennis Ireland, Tennis Leinster delivers a comprehensive programme of competitions, player development opportunities and participation initiatives across the province.

Experience Required

- Minimum 3 years' relevant operations management experience.
- Strong organisational and administrative skills with excellent attention to detail.
- Experience coordinating events, programmes and competitions.
- Excellent communication and relationship management skills.
- Strong IT skills including Microsoft Word, Excel, Outlook, Teams and PowerPoint.
- Demonstrated ability to manage multiple competing priorities and deliver to deadlines.

Desirable requirements

- Knowledge of tennis structures and competitions in Ireland.
- Experience working with sports clubs, volunteers or governing bodies.
- Experience using competition management systems and online registration platforms.

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 part time (25 hours per week over 4 days) based at the Tennis Leinster Office, Sandyford, 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 20th August 2026**. Please reference '*Tennis Leinster Operations Manager 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.