



Role

Tennis Ireland is seeking an experienced and highly organised **HR & Operations Coordinator** to join the Operations team. This is a diverse and rewarding role responsible for leading day-to-day HR operations while also providing support across organisational operations. The successful candidate will act as a key support to the Operations Manager and will play an important role in ensuring the smooth and effective running of Tennis Ireland's people, governance and business operations activities. The successful candidate will report to the Tennis Ireland Operations Manager.

Key Duties and Responsibilities

HR & Operations Coordinator Responsibilities:

- **People Strategy & Culture:** Support the implementation and development of the Tennis Ireland People Strategy and contribute to 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:** Support the leadership team in succession planning and talent development initiatives.
- **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. Provide support and guidance in employee relations matters including disciplinary, grievance and attendance management processes.
- **Reporting:** Provide regular HR reports / presentations to the CEO, leadership team and the HR Remuneration Sub Committee.
- **HR Continuous Improvement:** Support the delivery of recommendations arising from organisational reviews, governance assessments and continuous improvement initiatives.
- **Employee Engagement:** Develop and implement employee engagement strategies to create a strong workplace culture. Assess employee satisfaction through annual



employee engagement surveys. Design and coordinate the staff day agenda, presentation and format working in close alignment with the CEO and Operations Manager.

- **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.

Operational and Governance responsibilities:

- Provide deputy company secretarial support, including board pack preparation, minute-taking, action tracking, and attending board meetings as required.
- Act as deputy to the Operations Manager, providing operational support and cover during periods of leave and absence.
- Support the planning, coordination and delivery of organisational projects.
- Assist in the preparation of presentations, reports and briefing papers for the CEO, Leadership Team and Board as required.
- Support the day-to-day operations of Tennis Ireland including liaising with suppliers, IT, contractors and the management of key data and information.
- Ad hoc duties or project work as the role evolves.

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 3 years' relevant HR Operations experience with relevant 3rd level HR qualification.
- 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.
- Experience managing multiple projects and competing priorities.
- Strong report writing, presentation and administrative skills.
- Excellent organisational and planning skills.

Desirable Criteria



- Experience with HR Locker or other similar HR system an advantage.
- Experience in a Deputy Company Secretary or Governance role.

Key Qualities:

- Excellent people skills.
- Strong work ethic and ability to work in a dynamic environment.
- Flexible and adaptable attitude.
- High attention to detail.
- Handling of sensitive information using discretion and confidentiality.
- Team player with ability to work on own initiative as well as in a small 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.
- This is a full-time position based on a 37.5-hour working week.
- The successful candidate will be based primarily at our Head Office on the Sport Ireland Campus in Blanchardstown, Dublin, with the opportunity to work remotely in line with organisational policy and business requirements.

Remuneration: Depending on experience.

Letter of application and CV should be sent by email to hr@tennisireland.ie no later than **5:00pm on Thursday 17th September 2026**. Please reference '*HR & Operations Coordinator 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.