



Role

Leinster Tennis is currently looking for a Competitions Coordinator to join the Leinster team. The successful candidate will report to the Leinster Branch Operations Manager.

This role is offered on a full-time basis for 37.5 hours per week and subject to a 6-month probation period.

Key Roles & Responsibilities:

- General competitions administration.
- Administer the return of all tournament documentation and ensure that administrative processes around the operation of tournaments and the collection of fees are optimised.
- Manage Tournament Software & League Planner for Leinster Tennis and manage tournament and league entries online.
- Develop good relations with clubs, players, members of the public and all relevant stakeholders.
- Diary management, planning, organisation of calendar of events and related travel arrangements, report writing and any other activities related to the Leinster Tennis
- Organise training trips for Leinster squads and assist with the management and planning of Leinster events.
- Run specific Leinster Tennis junior events as required throughout the year.
- Attend selected Leinster Tennis Finals Days which may be at selected weekends throughout the year.
- Ensure that all information and data arising from activities is recorded and managed efficiently and in compliance with Data Protection protocols.
- Support the maintenance of provincial website and social media channels. Liaise with Tennis Ireland Communications & Marketing Coordinator to assist with preparing content for promoting Branch activities on Tennis Ireland social media platforms.
- Upload purchase invoices and notify necessary Branch personnel and Tennis Ireland Finance team of clubs, participants / entrants to be invoiced. Process provincially run tennis program income (if applicable).
- Maintain and manage databases ensuring that they are updated frequently and complete data collection exercises as and when required.
- You may be required to perform other duties as may reasonably be required of you in relation to the role and the organisation.
- 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.

Key Attributes

- Team player with can-do attitude.
- Strong interpersonal skills
- 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.
- Knowledge of club databases and use of Tennis Tournament Planner is desirable.
- Flexibility to work weekends.
- Opportunity to travel abroad so candidate must be flexible and interested in working in a supporting role for junior players



Experience Required

- Degree or relevant qualifications in sports management preferable.
- Sports background and knowledge of tennis is preferable.
- Current driver's license.
- Satisfactory Garda Vetting.

How to Apply

Letter of application and CV should be sent by email to hr@tennisireland.ie no later than 5pm Friday 4th April. Please reference 'Competitions Coordinator' in the subject line.

Additional Information

- Remuneration will be dependent on relevant experience.
- The contract is for a two-year fixed term contract based on 37.5 hours per week.
- Hybrid model arrangement with 3 days in the office.

Closing date for receipt of applications is 5pm on Friday 4th April.

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 90,000 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 Leinster Tennis

Leinster Tennis is the largest Branch within Tennis Ireland accounting for 81 Clubs, up to 30,000 players, and a Junior Performance Squad of almost 300 boys/girls under the age of 18. Its Leinster Branch Tennis is administered by the Leinster Branch Council which is elected annually by the members of the individual Clubs in Leinster. The Council, from its members, then elects its own officers.

Further information about Tennis Ireland and Leinster Tennis is available on www.tennisireland.ie and www.leinstertennis.ie