

## **Role**

Munster Tennis is currently looking for a Branch Administrator to join the Munster Tennis team. The successful candidate will report to the Tennis Ireland Operations Manager and have a matrix reporting line to the Munster Branch President.

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 Office Administration including handling all verbal and written incoming and outgoing correspondence and handling all enquiries. Filing, scanning and photocopying as required.
- General administration and management of activities relating to leagues / tournaments / squads / assessment days including on-site support as and when required.
- Update 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. Follow brand guidelines appropriately.
- Maintain and manage databases ensuring that they are updated frequently and complete data collection exercises as and when required.
- 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.
- Upload purchase invoices and notify necessary Branch personnel and Tennis Ireland Finance Team of clubs, participants / entrants to be invoiced. Process provincially run tennis programme income (if applicable). Create monthly supplier payment run file in conjunction with the Branch relevant contact and set up payments for second authorisation by Tennis Ireland Finance Team (where applicable).
- 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.
- Knowledge of club databases, EPOS systems, Social Media platforms and PayPal desirable.

### **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](mailto:hr@tennisireland.ie) no later than 5pm Monday 7<sup>th</sup> April. Please reference 'Branch 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 is an office-based role.

Closing date for receipt of applications is 5pm on Monday 7<sup>th</sup> 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 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](http://www.tennisireland.ie) and [www.munstertennis.ie](http://www.munstertennis.ie)