

Role

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

This role is offered on a full-time basis for 35 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. The main focus of the role is to encourage and drive increased activity in Competitions within the Tennis Community in conjunction with the normal duties of the role.

Key Roles & Responsibilities:

- General competitions related administration including handling all verbal and written incoming and outgoing correspondence and handling all competition enquiries.
- Develop good relations with clubs, players, members of the public and all relevant stakeholders including Branch Council Officers and selected Branch Sub Committee Convenors.
- Diary management, planning, report writing and any other activities related to the Munster Tennis Senior Competitions Committee and Junior Competitions Committee.
- Schedule Competitions Committee meetings, prepare agendas, attend meetings, record minutes and actions and follow-up on action completion.
- Ensure that all information and data arising from activities is recorded and managed efficiently and in compliance with Data Protection protocols.
- Manage Tournament Software & League Planner for Munster Tennis.
- Manage tournament & league entries online.
- Act as Tournament Director for specific tennis tournament final days.
- Assisting and establishing tournament dates and coordinate calendars related primarily to tennis based activities.
- Run specific Munster Tennis junior tournaments in the province as required throughout the year.
- Manage and plan all finals days including developing the 'order of play' for each final.
- Attend selected Munster Tennis or National Finals Days which may be at selected weekends throughout the year all within overall allocated contract hours.
- 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.
- Coordinate the return of all tournament documentation and ensure that administrative processes around the operation of tournaments and the collection of fees are optimised.
- Assist Clubs, Schools and Players with queries relating to competitions showing an excellent understanding of the Rules.

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 and use of Tennis Tournament Planner is desirable.
- 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.

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 Monday 7th April. Please reference 'Competitions Coordinator' in the subject line.

Additional Information

- Remuneration will be dependent on relevant experience.
- The contract is a two-year fixed term contract duration based on 35 hours per week.

Closing date for receipt of applications is 5pm on Monday 7th 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 and www.munstertennis.ie