



## **Introduction**

Tennis Ireland is the National Governing Body for the Sport of Tennis in Ireland. We are seeking a highly motivated, driven individual to join the Tennis Ireland Team in the role of Competitions Manager for the Organisation.

Tennis Ireland has a vision to inspire and connect people of all ages and backgrounds to play, compete, achieve, enjoy and be part of Tennis in Ireland and we would like those who share that vision to work for us. Tennis Ireland's membership is gender diverse with almost equal male and female participation and we are also diverse in terms of our workforce.

We are looking for a talented professional, driven by passion, purpose and pride to support its competition function.

Tennis Ireland was founded in 1908, has almost 180 affiliated clubs and engages with almost 80,000 players. 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 Veterans level. Tennis Ireland also supports the delivery of a wide range of competitive, educational and development programmes at local, provincial and national levels.

## Tennis Ireland Competition's Manager

<b>Job Title</b>	Competition's Manager	<b>Department</b>	Competitions
<b>Reports to:</b>	Chief Executive	<b>Location</b>	Tennis Ireland Head Office, DCU, Dublin 9
<b>Work Pattern</b>	Full Time, Evening and Weekend Work required	<b>Salary</b>	Commensurate with experience

### Overall Purpose of Role

The Competition Manager will have responsibility for the delivery of a comprehensive competitions programme for players at all levels of Tennis in Ireland and provide strategic support and guidance in this area for key stakeholders.

The successful applicant will also oversee the adoption of an internationally recognised rating system and work as part of a project team for all international events held in Ireland.

### Key Contacts

#### Internal:

Chief Executive  
Senior Management Team and Board  
Provincial Branches and their Staff  
Tennis Ireland Staff and Contractors

#### External:

Clubs and Coaches  
ITF and Tennis Europe  
Players and their Families  
Support Services Personnel

### Key Accountabilities

- Fulfil the core duties of national event management, competition licensing administration and supporting local competition organisers.
- Contribute to the effective leadership of the organisation as a member of the Senior Management Team; to identify and deliver ways of improving Tennis Ireland's effectiveness and to identify new commercial opportunities and funding streams to support the activities of Tennis Ireland.
- Advise and provide regular reports to the Tennis Ireland Board

Planning and budgeting of national programme activities to include:

- Irish Open
- National Indoors
- National Match Play Tournaments
- Spring Championships
- Four Nations
- Interprovincial Tournaments
- Senior and Super Senior World Team Championships
- ITF Under 18 events
- Tennis Europe Under 14 events

- Coordinate the training and appointment of officials for Tennis Ireland events including, but not limited to, referee, assistants, supervisors and volunteer staff.
- Set up, administer and promote our competitions using Tournament software.
- Management and Maintenance of the Tennis Ireland Ranking Systems and the National Player Database
- Liaise with all suppliers and partners to ensure a smooth delivery and excellent participant experience.
- Management of statistics and provide insight from the various open and national competitions.
- Communicate effectively and promote the various open, regional and national level events.
- Advise and provide regular reports to the Chief Executive and Tennis Ireland Board on all aspects of competitions.
- Oversee the issuance of tournament calendar licences and permits and ensure that the terms and conditions upon which permits are issued are adhered to.
- Manage the development and delivery of a Tournament Organiser’s Resource pack and deliver to our member Clubs.
- Manage and co-ordinate the Tennis Ireland competitions calendar.
- Administer the return of all tournament documentation and ensure that administrative processes around the operation of tournaments and the collection of fees are optimised.
- Support the Provincial Branches in the delivery of high-quality level regional competitions.
- Assist Clubs, Schools and Players with queries relating to competitions showing an excellent understanding of the Rules.
- Manage the implementation of the World Tennis Number
- Attend national and international competitions and events to lead on relevant operational areas, to ensure competitions are delivered to the highest possible standard.
- Perform the role of Disciplinary Officer and liaise with Provincial Branch and National level disciplinary Committees.
- Undertake other responsibilities and projects as required by the CEO.

**Outcomes**

The Competitions Manager will be responsible for ensuring that Tennis Ireland meets its competitions outcomes as per its strategy namely;

1. Increasing the offering of year-round competitions and to increase the number of people participating in tennis in Ireland at all levels.
2. Supporting and developing our competition workforce through the provision of training and education programmes
3. Adoption of a national rating and ranking system, that will be internationally recognised and provide opportunities for players at all levels to compete on a consistent basis and to track their progress and performance.
4. Provision of clear insight and intelligence relating to the number of active tennis players competing in Ireland

**Person Specification**

Factor	Essential	Desirable
Education	<ul style="list-style-type: none"> <li>• Educated to Degree Level</li> </ul>	

<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of leadership and management of sports programmes</li> <li>• Strong experience in/understanding of tennis or similar sports.</li> <li>• Significant applied experience of a leadership role within sport and with demonstrable success</li> <li>• Financial experience including setting, managing and evaluating departmental budgets.</li> <li>• Programme/project management</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of the fundamental requirements associated with delivering successful competitions including the use of Tournament Software</li> <li>• Experience of working at Senior Management level within sport.</li> <li>• Demonstrable experience of leading, managing and developing multi-disciplinary, high performing teams.</li> <li>• Experience of identifying new partnership opportunities and building mutually beneficial relationships with partners to drive programmes forward.</li> <li>• Experience and evidence of developing and implementing effective change strategies</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Planning and Organising</li> <li>• Effective Communication</li> <li>• Team Working</li> <li>• Leading Others</li> <li>• Personal Accountability</li> <li>• Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitating change</li> <li>• Positive attitude with 'can do' mentality</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to undertake flexible working hours</li> <li>• Own Car and Full driving license</li> <li>• Satisfactory Garda / Police Vetting</li> </ul>	
<b>Additional Information</b>		
<ul style="list-style-type: none"> <li>• Remuneration will be dependent on relevant experience.</li> <li>• The role is a permanent contract subject to satisfactory probation period, based on 37.5 hours per week.</li> <li>• The post is Dublin based with travel as appropriate.</li> </ul>		

<b>How to apply</b>
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Letter of application and CV should be sent by email to <a href="mailto:hr@tennisireland.ie">hr@tennisireland.ie</a> no later than 5pm on 14 July 2021. Please reference Competitions Manager application in the subject line.
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<b>Recruitment Timeline</b>
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Interviews to be held week commencing 19 July 2021.
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Tennis Ireland is an equal opportunities employer.