Dublin Parks Tennis / Parks Tennis Ireland has a vacancy for anOperations Manager

Contract: 3 years fixed term contract based on a 37.5 hour week with a 6 month probation period.

Salary: €35,000 per annum

Report to Board of Dublin Parks

Location: Remote working - ideally based in Dublin

**About the organisation.**

Dublin Parks Tennis / Parks Tennis Ireland facilitates thousands of children to learn tennis in public parks and community clubs and centres throughout Ireland.

Dublin Parks Tennis operates 4 programmes annually throughout the year and has capacity for expansion.

Parks Tennis Ireland operates currently in 12 counties, with Summer programmes with capacity for expansion, Admin is provided locally by co-ordinators with assistance from the Operations Manager where required.

Parks Tennis has a simple aim, to keep tennis affordable, available and accessible to as many children as possible.

The person appointed will manage day to day operations in Dublin and lead the national programme by supporting the provincial co-ordinators in the development of children’s tennis throughout Ireland.

This role is for a self-starter with potential to maintain operations within the organisation.

**Key Duties and Responsibilities**

* Child Safeguarding Officer (Safeguarding training will be provided)
* Processing of wages payments to staff and filing Revenue returns.
* Managing online bookings and payments system
* Liaising with appointed Accountant for annual accounts and company returns
* Management of income & expenditure files (via excel)
* Ensuring all marketing and promoting programmes are aligned across all media platforms including updating website.
* Communicating timings of programmes to parents of past attendees and other P.R. outlets
* Dealing with coaches, parents, general public, committees in Dublin and provincial Co-Ordinators

**Experience Required**

* Tennis Administrative Experience incorporating above procedures.
* Self Motivated with knowledge of the game and enthusiasm to develop children in the sport
* Inter-Personal and Communicative Skills.
* Computer literate with strong Microsoft Office operational skills
* Experience of preparing accounts and budgets to strict financial constraints.

**Additional requirements**

* Satisfactory Garda / Police Vetting.
* Valid work permit.

**How to apply**

Letter of application and CV should be sent by email to [parkstennisireland@gmail.com](about:blank) no later than **5pm on 12th September 2022.** Please reference Parks Tennis Application in the subject line.

Parks is an equal opportunities employer