



Competition's Administrator, Leinster Branch of Tennis Ireland			
Job Title	Competition's Administrator for the Leinster Branch of Tennis Ireland Office	Department	Leinster Branch Office
Reports to:	Dual Reporting to Leinster Branch President and Tennis Ireland Competition's Manager	Location	Leinster Branch of Tennis Ireland, Cranford Centre, Montrose, Dublin 4
Work Pattern	Part time, generally from 10am - 2pm, 5 days per week Evening and Weekend Work required from time to time	Salary / Payment	Commensurate with experience
Overall Purpose of Role			
The purpose of the role is to support the administration of Tennis tournaments, events and leagues organised within the jurisdiction of the Leinster Branch of Tennis Ireland and providing a general tournament advisory service to Leinster based stakeholders			
Key Contacts			
Internal:		External:	
Leinster President and Council Members Chief Executive of Tennis Ireland Tennis Ireland Competition's Manager Other Provincial Branches and their Staff Other Tennis Ireland Staff and Contractors		Clubs Coaches Players and their Families Support Services Personnel	
Key Accountabilities			
Supporting and administering the delivery of quality competitions, events for Leinster based stakeholders			
Contribute to the effective development of Tennis in Leinster			
Advise and provide regular reports to the Leinster Branch of Tennis Ireland and Tennis Ireland Competitions Manager			
<ul style="list-style-type: none"> Supporting and advising Leinster Clubs in the use of the Tennis Ireland Tournament Software Building capacity within Leinster Club Tournament Organisers to utilise the Tennis Ireland Tournament Software Updating the Leinster Branch Website with the calendar links to Tournament Software Deal with queries and issues regarding tournaments and rankings from Leinster players. Ensuring that Leinster based players are conforming to Tournament Rules Establishment and Administration of Regional Leagues within the Province of Leinster, including the South Leinster League, West Leinster League and North Leinster League 			

- Work with the Tennis Ireland Competitions Manager to support the introduction of competitive matchplay opportunities within the Leinster Junior Coaching Programme
- Administer scheduled Regional and Provincial Matchplay opportunities
- Support the delivery of National Matchplays as required
- Administer the Leinster Primary School Leagues and Secondary School Leagues
- Support the participation of Leinster Branch Representative Teams at the Interprovincial Championships
- In conjunction with the Tournament Referee and Tennis Ireland Competitions Manager support the delivery of any Interprovincial Championship hosted by the Leinster Branch of Tennis Ireland
- Undertake other responsibilities and projects as required by the organisation.

Outcomes

The Competitions Administrator will be responsible for ensuring that the Leinster Branch of Tennis Ireland meets its competitions outcomes as per Tennis Ireland’s strategy namely;

1. Increasing the opportunities to compete on a consistent basis and to track progress and performance at Junior, Senior and Veteran’s Level
2. Increasing the number of people participating in Tennis Ireland Permitted competitions at all levels.
3. Supporting and developing the Leinster based volunteer competition workforce through the provision of training and support in the operation of Tournaments
4. Integrating the use of the TI pin across all competitions at all levels
5. Provision of clear insight and intelligence relating to the number of active tennis players competing in Leinster

Person Specification		
Factor	Essential	Desirable
Education	<ul style="list-style-type: none"> • Educated to Degree Level 	
Knowledge and Experience	<ul style="list-style-type: none"> • Demonstrable experience of administration of Tournaments and Competitions preferably within the sport of Tennis • Demonstrable Programme/project management Experience 	<ul style="list-style-type: none"> • ITF Officiating Qualification • Knowledge and experience of the fundamental requirements associated with delivering successful competitions including the use of Tennis Ireland Tournament Software • Experience of working with volunteers
Competencies	<ul style="list-style-type: none"> • Planning and Organising • Strong Interpersonal Skills • Effective Communication • Team Working • Personal Accountability • Flexibility 	<ul style="list-style-type: none"> • Positive attitude with ‘can do’ mentality

	<ul style="list-style-type: none"> • Competency using MS Office tools including Excel 	
Additional Requirements	<ul style="list-style-type: none"> • Ability to undertake flexible working hours • Own Car and Full driving license • Satisfactory Garda / Police Vetting 	

CVs must be submitted to aileenrogan@tennisireland.ie by 5 p.m. Monday 15th October 2018.

Postal applications can be submitted to Aileen Rogan, Tennis Ireland, Dublin City University, Glasnevin Dublin 9 and mark your application confidential. Late applications will not be accepted.

Tennis Ireland is an equal opportunities employer.