

## ITF JOB DESCRIPTION

<b>JOB TITLE:</b>	Executive Director, Major Events
<b>DEPARTMENT:</b>	Major Events
<b>REPORTING TO:</b>	CEO
<b>LOCATION:</b>	Roehampton, south west London (with international travel)

We work to a hybrid model requiring a mandatory minimum of 3 days working in our office based in Roehampton, London and as part of this, Mondays and Tuesdays are 'anchor days' where all staff are obliged to work from the office.

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**International Tennis Federation (ITF) is the world governing body of tennis.** Founded in 1913, its purpose is to ensure the long-term growth and sustainability of the sport, delivering tennis for future generations in association with its 213 member nations. The ITF oversees the rules and regulations that govern international and national competition.

The ITF is responsible for the worldwide development of tennis through its highly regarded Development Programme, its Science and Technical department which monitors equipment and technology, and its Officiating department which oversees the education and advancement of officials. The ITF is the owner of the two largest annual international team competitions in tennis, the Davis Cup and the Billie Jean King Cup (BJKC) by Gainbridge and manages the Olympic and Paralympic Tennis Events on behalf of the IOC and IPC. The ITF organises over 1,500 weeks of men's, women's and junior tournaments on the ITF World Tennis Tour, ITF Beach Tennis Tour, UNIQLO Wheelchair Tennis Tour and the ITF Masters Circuit. The ITF upholds the highest standards of integrity and is a partner in the International Tennis Integrity Agency.

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### Overview of Department:

Davis Cup and Billie Jean King Cup (BJKC) by Gainbridge are two flagship properties of the ITF. These two competitions are the largest annual national team events in sport. It is the role of the Major Events department to work closely with National Associations (NAs) to ensure that we deliver world-class events that are seen as essential to players, nations, fans and media. Major Events ensures that these events are organised to the same high sporting standards everywhere in the world and that the contractual rights of the international sponsors are delivered efficiently and accurately. Major Events also looks after the Hopman Cup team competition and the Olympic and Paralympic Tennis Events.

As a member of the Senior Leadership Team (SLT), this role will work as part of a team to oversee the operational delivery of our Major Events providing strategy, leadership and direction to the operations team, supporting them to maximise efficiencies and deliver successful events at all stages of the competitions. The successful candidate will also be responsible for key stakeholder relationships with the Nations, ATP/WTA and team captains and players.

This role will report into the Chief Executive Officer (CEO) and will work closely with colleagues across the SLT including a fellow Executive Director, Major Events.

### Key Responsibilities

- Develop, implement, manage and monitor a strategy for the delivery and long term growth of our competitions in line with potential investors or external funding, organisational values, objectives, and priorities, with a primary focus on maintaining and delivering world class sporting events.
- Offer creative and strategic solutions to the CEO and ITF President in terms of commercially focussed areas.
- Lead a team of experienced major events executives across operational event delivery including but not limited to branding, site management, and wider event operations providing direction, guidance and support.
- Review the operational processes of the team ensuring a forward-thinking approach in terms of technology, automation and digital offerings. Think strategically by identifying and embedding efficiencies enabling a more streamlined operational event delivery whilst striving for consistency, growth and creativity.

- Ensure that events are sufficiently resourced both on and off-site whilst being conscious of cost and head count limitations, while managing resources at the right level to deliver events to a high standard.
- Conduct thorough post-event evaluations with teams across the ITF to identify areas for improvement and to help inform and build on future ITF events ensuring that de-briefs and evaluations are shared with NA's
- Work closely with internal stakeholders to make data-driven decisions to optimise future events.
- Use experience to influence and contribute to ITF 2024+4 and the CEO's strategic vision to develop the department to achieve greater overall event delivery.

#### **Budget and Resourcing:**

- Manage the budget, continually assessing the approach to ensure maximum revenue and cost efficiencies are delivered while maintaining world class standards.
- Make financial proposals regarding investment in capital and resources.

#### **People Management**

- Assist with the development of the team members to ensure the required standards of performance and support the continuing personal and professional development of all team members.
- Provide leadership and effective management to direct reports and the wider team in order to achieve the objectives of the department and the organisation.
- Plan for the development and succession of senior positions in the team.

#### **Other**

- Lead on relevant committees and commissions (and other working groups as required).
- Attend the annual ITF AGM and Conference.
- Represent the ITF at Grand Slams and other events as required.

#### **Key Expectations**

- Strategise constructively with key stakeholders and ITF teams
- Have the ability to see and work towards the bigger picture
- Be adept at working in a sometimes political, high pressure environment
- Develop creative solutions that allow for quality work to be delivered
- Drive collaboration and team work within the department and across the organisation
- Ability to remain focussed even when workloads are heavy and deadlines are tight
- Be convincing and credible. A practised influencer with gravitas and ambassadorial skills
- Nimble of business and commercial mind with a focus on developing creative solutions
- Support teams with developmental goals and growth plans
- Encourage the delivery of work that will leave an impact on the organisation
- Engage in high level thinking to drive the team and organisation forward
- Exercise key problem solving skills and serve as advisor to multiple areas of the business

*As the needs of the business can evolve rapidly, this role may change accordingly, therefore this document should be viewed as guidelines which are subject to change.*

#### **You will have...**

... a background in delivery of global sporting events and be a senior strategist with the drive to deliver to the highest standard and all in an international environment. You will be proactive and confident in leading others, with the ability to set an example at all times. You always see the bigger picture.

- ✓ A sound background and a proven track record in senior management event experience within a high-profile international sporting event
- ✓ High standards with outstanding attention to detail
- ✓ Sound knowledge of the current tennis landscape and good understanding of the industry dynamics
- ✓ Sponsorship / on-site activation experience
- ✓ Confidence interacting with a broad range of people and at all levels
- ✓ Diplomacy (you will be dealing with high level professionals and authorities)
- ✓ Strong communication and negotiation skills with a professional approach

- ✓ Strong personal drive and persistence. Robust and resilient.
- ✓ First-rate decision-making and delegation skills.
- ✓ Integrity and accountability
- ✓ Commercial awareness
- ✓ A good sense of fun and humour and be a team player
- ✓ Resilience & flexibility. Hours can be long and travel is part of the role often at weekends.
- ✓ Fluency in a second language would be extremely beneficial with Spanish or French being preferable

#### **What we offer....**

- Excellent salary plus discretionary bonus scheme
- 25+ days holiday per annum plus bank holidays (plus the option to purchase more)
- Private Healthcare
- Group Personal Pension Scheme and Life Assurance
- Health Cash Plan with Medicash and access to Help@Hand online GP's
- Annual Wellbeing Allowance
- Ride2Work Scheme
- Free lunch when working in the office (up to £9 per day)
- Complimentary soft drinks, healthy snacks and fresh fruit when working in the office
- Free parking on site
- Working hours: based on 35 hours per week. We operate core hours of 10am-4pm.

*The ITF processes your applicant data in accordance with our Privacy Notice – Recruitment, which can be found on [our website](#)*

*A DBS check may be required of the successful applicant.*

#### **Application process:**

*We receive a high volume of applications and are therefore unable to respond individually to candidates. Only successful candidates will be contacted for an interview.*

Due to the timing of our projects and events, we may not be able to consider candidates who, on application, do not have the right to work in the UK.

Please email covering letter and CV to: [jobs@itftennis.com](mailto:jobs@itftennis.com) and **please include Exec Director, Major Events** in the subject line of your email. Closing date: Friday 2<sup>nd</sup> May 2024.

*Equality, diversity & inclusion (EDI) is a fundamental priority for the ITF. Our philosophy focusses on embedding inclusive behaviours and processes across every element of our business practices.*