

ITF ROLE OVERVIEW

JOB TITLE:	Coordinator, Development
DEPARTMENT:	Tennis Development
REPORTING TO:	Head, Performance and Events
LOCATION:	Roehampton, South West London

We currently work to a hybrid model requiring a mandatory minimum of 3 days per week working in the office currently 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.

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 214 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 and co-owner of the two largest annual international team competitions in tennis, the Davis Cup and 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.

Overview of Department:

With the aim of raising the level of tennis worldwide and increasing the number of countries competing in mainstream international tennis, the ITF Development Programme includes a broad range of initiatives in less developed nations ranging from the grass roots to Grand Slams tours. Activities include ITF/GSPDP touring teams, junior & professional player grants, and professional tournaments grants. The ITF also provides funding for tennis facilities, training centres, coach education, and the supply of tennis equipment via the ITF Junior Tennis Initiative.

The role:

The role of the Coordinator is to significantly contribute to the successful implementation of the Development Strategy focusing on the pillars of Performance and Events. An important element of this position is to provide administrative support to the ITF Development Officers who are 'out in the field' advising and assisting National and Regional associations on their activities. A key task is to ensure that projects are administered to the highest level and to ensure a good service to National and Regional Associations in conjunction with the ITF Development Officers.

Responsibilities:

- To manage significant budgets for events and touring teams and ensure funding is spent and projects are kept within budget.
- To process monthly expenses for Development Officers and Touring team coaches.
- To manage the budgets of the Regional Development programme and liaise with the program leader regarding overall management of programme.

- To coordinate events and touring team logistics as allocated by the Development Manager and ensure that these run as efficiently and effectively as possible.
- To liaise with relevant Manager / Director on projects as appropriate and ensure that they are kept informed of progress affecting their areas of responsibility.
- To attend regular meetings with the Manager regarding division of work / progress of projects.
- To liaise closely with departmental colleagues, ITF Development Officers, other ITF departments, ITF experts, National and Regional Associations, as appropriate.
- Working with the line Manager to review and advise when changes need to be made to the Development website.
- Minute-taking and organisation of meetings (when requested).
- Ability to liaise with key Department Stakeholders.
- Ability to deal with general ad hoc correspondence.

Specific projects

ITF Development Officers

Under the direction of the Manager, be responsible for coordinating the administrative support to the Development Officers, including reconciling cash expenses, finalizing travel arrangements, visa assistance, as necessary.

Grand Slam Touring Team Programme (International and Regional Association Tours)

Under the direction of the Manager and working closely with the Technical Director and the Regions Development Officer(s) be responsible for the administration of junior touring teams and development circuits including budget management, pre and post event/tour administration (including the post tour coach report), confirmation of coaches and players, travel and accommodation arrangements, liaison with National Associations and coaches.

OTF Regional Development Programme

Under the direction of the Manager and working closely with the Technical Director and the Regions Development Officer be responsible for the administration of the Regional Development Programme which will include reconciling expenses, the review of bi-annual reports, and ensure the timely administration and monitoring the Centre budgets to ensure year-end objectives are met.

Regional Events

Under the direction of the Manager, work with the Regional Associations and designated Development Officer(s) to ensure the effective administration of regional events including the ensuring bi-annual competition calendars are submitted, pre-budget submissions received, selection criterion is received, pre and post event budgets are received, post event documents are received, and the events meet budget year end.

GSPDP Player Grant Programme Executive Committee Meeting administration

Under the direction of the Manager & working closely with the Technical Director, Training Centres & Players be responsible of the administration of the ITF / GSPDP tournament grants: preparing letters, liaising with players, and reconciling expenses to ensure year-end objectives are met. Lead the administration of the bi-annual Committee meetings, including the drafting and distribution of minutes.

Financial Administration

Under the direction of the Manager be responsible for the administration, financial reconciliation of all projects noted above. This includes the timely submission of expenses for approval via NetSuite and PLEO, the proper filing of applicable receipts on SharePoint, along with the tracking of all expenses via the Performance and Events Dashboards.

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....

Essential:

- Fluent in both verbal and written English, Spanish and possibly Portuguese
- Strong financial administration skills, including experience with budget management and familiarity with accounting tools (NetSuite is an advantage)
- General administrative skills and strong Microsoft Office experience is essential.
- Experience in travel & tour organisation
- Ability to prioritise and manage multiple projects simultaneously
- Professional attitude, understanding the importance of attention to detail
- Ability to assimilate and impart information efficiently and accurately
- Excellent written and verbal communication skills and people skills
- Proactive, ability to work on own initiative and under pressure
- Diplomatic, team player
- Knowledge of tennis is an advantage
- Flexibility. This role may involve some travel and weekend work

What we offer...

- 20 days holiday per annum plus UK bank holidays
- Private Healthcare
- Group personal pension scheme, Life assurance and Wellbeing allowance
- Health Cash Plan
- Free lunch when working in the office (up to £9 per day)
- Complimentary healthy snacks and fresh fruit when working in the office
- Ride2Work Scheme
- Free parking on site
- Working hours: based on 35 hours per week. Normal office hours are 9am-5pm Monday to Friday. Core Hours are 10am-4pm.

Application Process

Please send a covering letter and CV to jobs@itftennis.com stating **Coordinator, Tennis**

Development in the subject field of the email, clearly indicating in your cover letter whether you require sponsorship or a work permit to work in the UK either now or in the future.

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

The successful candidate may be subject to an enhanced DBS check.

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 practice.