

ITF ROLE OVERVIEW

JOB TITLE:	Team Lead, Major Events (Regional Group Events)
DEPARTMENT:	Major Events
REPORTING TO:	Head, Davis Cup
LOCATION:	Roehampton, Southwest London (some international travel)

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:

Davis Cup (DC) and Billie Jean King Cup (BJKC) by Gainbridge are the two main properties of the ITF. These two competitions are the largest national team events in sport. It is the role of the Major Events department to work closely with National Associations (NAs) and independent hosts to ensure that we deliver world-class events that are seen as essential to players, nations 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.

The Role:

We are looking for an experienced event/sport professional with a proven track record in event operations and international relations within sport to lead on the administration of the Davis Cup and Billie Jean King Cup Regional Group Events.

Experience of National Associations, International Federations (IFs) or Local Organising Committee (LOC) relations and event delivery is essential. With a history of strong administrative background, you must have solid operational planning and project management skills with demonstrable relationship building abilities embracing a hands-on approach when needed but able and confident to delegate too. The Ideal candidate will have worked in tennis and/or sports development, but this is not essential.

Responsibilities

- Responsible for the administration and coordination of Regional Group Events ensuring compliance with the Hosting Agreements, Regulations and Master Plan timelines:
 - Create and maintain a Master Plan to ensure timelines and action points are adhered to and deal with any issues or delays

- Take responsibility for the upkeep and maintenance of the Master Plan sharing information with other departments as required.
 - Be the central point of contact at the ITF for all departments with an overview on all aspects of the Regional Group Events including sports operations, ticketing, transportation, hotels, security, live streaming and communications.
 - Coordinate and chair internal Regional Group Events meetings.
 - Act as the main ITF point of contact for all nations competing at this level.
 - Allocate and manage all responsibilities given out to team members.
 - Organise any NA workshops linked to the Regional Group Events.
 - Manage budget.
- **Administration and Internal Communications:**
- Report regularly on progress including prompt elevation of any issues
 - Ensure smooth and timely flow of information relating to the competition to NA's and all relevant ITF departments.
 - Be responsible for ensuring that everyone within the team is kept informed on any updates from other departments.
 - Be proactive in areas that will improve the competitions and ensure long-term sustainability of the competitions.
 - Maintain a good working knowledge of both Billie Jean King Cup and Davis Cup at all stages of the competition.
 - Provide reports for and attend Committees and Taskforce meetings as necessary.
 - Be a key point of contact for the Major Events team members for when assistance is required relating to the day-to-day operations of the Regional Group Events.
 - Coordinate the team to ensure they are engaged, developing and learning, and that they are on board and positive.
 - Provide regular feedback and encourage a team where open and honest communication is the norm.
 - Be an inspiring team leader!

You will have...

- Experience of working in an international environment in international relations with Federations or Governing bodies.
- Strong and proven event administration experience, ideally tennis related.
- Tried and tested planning skills – ability to prioritise and work on own initiative
- Extensive IT skills in relation to building a project plan and maintaining it.
- A strong analytical head for looking at playing formats, analysing sporting stats etc.
- Excellent time management, skilled in delivery of multiple projects and delivering to hard deadlines
- Strong communication and negotiation skills with a professional approach.
- Decision-making and delegation skills.
- Integrity and accountability.
- Diplomacy and tact.
- Sound knowledge of the current tennis landscape and good understanding of the industry dynamics.
- A minimum of one foreign language (French and/or Spanish) in addition to English (fluent written and spoken) would be beneficial.
- A good sense of fun and humour and a team player.
- Resilience & flexibility. Hours can be long and will require some overseas travel, including over weekends.

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.

What we offer...

- 25 days holiday per annum plus UK bank holidays (pro-rata)

- 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
- Free parking on site
- Ride 2 Work Scheme
- 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 **Team Lead, Major Events** 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.