

ITF JOB DESCRIPTION

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| JOB TITLE: | Senior Coordinator, Beach Tennis |
| DEPARTMENT: | Tours & Player Pathway |
| REPORTING TO: | Head of Beach Tennis |
| LOCATION: | Roehampton, South West London (with some international travel) |

We currently work to a hybrid model requiring a mandatory minimum of 3 days 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 Tour. The ITF upholds the highest standards of integrity and is a partner in the International Tennis Integrity Agency

Overview of Department:

The Beach Tennis team is responsible for delivering its mission: to expand Beach Tennis as the leading beach sport for professional and junior athletes worldwide. In addition, the team is responsible for the administration and development of the ITF Beach Tennis World Tour and Junior World Tour and related major event projects, including the World Cup, the World Championships, the Tour Finals and the Sand Series. Beach Tennis is a fast-growing sport, and the team is responsible for promoting and marketing the sport at both a grassroots and professional level – all in an international and fast-paced environment.

The Role:

We are looking for a proactive, organised and driven individual, ideally with a knowledge of Beach Tennis, to assist with the coordination of the Beach Tennis World Tour and Junior Tour, including the successful delivery of those major events which form part of the Tours. Although predominantly an administrative role, the coordinator will be involved with assisting organisers of various major events and working with the team on strategic projects related to the development of the Tour. This is an exciting opportunity for a candidate with the desire to meaningfully contribute to the growth of Beach Tennis worldwide.

Responsibilities:

- Provide a high level of customer service to all stakeholders, deal with player queries and liaise with tournament organisers and Regional/National Associations
- Processing tournament applications and maintain and monitor the calendar throughout the year, ensuring the calendar is published correctly

- Processing and publishing tournament fact sheet information from nations and maintain the calendar throughout the year
- Processing new IPIN online registrations, including merging player IPIN accounts with existing ranking records (if applicable)
- Processing acceptance lists (entry, withdrawal and freeze deadline) procedures via database/tournament management system
- Ensuring receipt of and processing of weekly tournament results, Tournament Planner files, Referee reports and other information
- Provide documentation to tournaments and Referees on a weekly basis, including Tournament Planner information
- Monitor the correct calculation and publishing of weekly rankings and WTN when implemented
- Oversight of the central Beach Tennis email inbox
- Administration and preparation of BT10 – BT100/BT200 events while assisting with ITF owned events
- Assist with application of Regulations and Code of Conduct
- Assist with collection and analysis of statistics where necessary
- Oversight and coordination of coaching courses
- Updating of coaching content
- Committee meeting minutes (Beach Tennis Committee and Player Council)

General duties

- Attendance at events, including other major events across ITF Tours and Player Pathway, as required
- Work on specific projects as and when assigned
- Supporting Player Council and/or Committee
- Social media content (Beach Tennis Instagram)
- Website articles

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...

- Sound experience and understanding of national/international sport, including competition structures, event operations, and external committees.
- Excellent planning and time management, skilled in delivery of multiple tasks with consistency and to deadlines
- Good organisational skills – ability to prioritise and work on own initiative
- Event Management experience, ideally in national or international sport, with the ability to lead teams across multiple areas such as operations, officiating, medical and media
- Ability to focus on routine tasks
- Strong communication skills, both written and oral
- First-rate attention to detail/accuracy
- Good IT, website and social media knowledge
- A minimum of one foreign language desirable in addition to English (fluent written and spoken), ideally French, Italian, Spanish or Portuguese
- Enthusiastic and motivated approach
- A good sense of humour and be a team player
- Flexibility and diplomacy. Hours can be long and weekend travel is part of the role

What we offer....

- 25 days holiday per annum plus bank holidays
- Private Healthcare

- Group personal pension scheme, Life assurance and annual Wellbeing allowance (subject to conditions)
- 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 09.00 -17.00 Monday to Friday. Flexible working hours possible, with core hours of 10.00 – 16.00.

To apply...

Please email your CV and cover letter to beachtennisjobs@itftennis.com stating **Senior Coordinator, Beach** in the subject line of your 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 will 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.