

ITF ROLE OVERVIEW

JOB TITLE:	Team Lead, Major Events
DEPARTMENT:	Major Events
REPORTING TO:	Senior Manager, Multi Sport Games and BJJC
LOCATION:	Roehampton, Southwest 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. Please note that some international travel is required for this role including during weekends and bank holidays.

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 and Billie Jean King Cup by Gainbridge are the two main properties of the ITF. These two competitions are the largest international team events in sport. It is the role of the Major Events department to work closely with National Associations (NA's) 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 Major Events department is also responsible for the planning and delivery of the Olympic & Paralympic Tennis Events in conjunction with each Games Organising Committee and the International Olympic Committee (IOC) and International Paralympic Committee (IPC). We perform other key operational and advisory roles in several multi-sports games including Regional Games, Youth Olympic Games and the World University Games.

The Role:

We are looking for an experienced event operations executive with a proven track record in sport administration and event organisation within sport to work on the Billie Jean King Cup and Davis Cup events.

Ideally the candidate will have worked in tennis and/or a Sports Governing Body but this is not essential. You will be a positive team player with a hardworking attitude and a drive to deliver to the highest standard. You will embrace a hands-on approach and demonstrate confidence in order to work with senior leaders, Board members and sponsors alike - and all in an international environment. You will be a proactive team leader, confident in leading others and with the ability to always set an example.

Responsibilities:

○ **Event Management:**

- Lead on key administrative projects within the Major Events department, with specific focus on Billie Jean King Cup and Davis Cup.
- Support in the general pre-event preparation and organisation of Billie Jean King Cup and Davis Cup events to ensure all sporting, logistical, operational, security and commercial regulations are met by local organisers.
- Work at the centre of a web of multiple stakeholders to ensure that every element of the competitions runs smoothly. These stakeholders include National Associations, event organisers team captains, media, sponsors, and all internal ITF departments including Officiating / Protocol / Communications / Digital / Commercial and Broadcast.
- Work with international sponsors to ensure optimal delivery of all contractual rights including on-site activations, tickets, hospitality, commercial displays, give-aways, accreditations, transport and accommodation.
- Oversee key tasks of Finals events such as transport, hotels or ceremonies, as assigned by the relevant Manager.
- Regularly review processes and procedures to ensure continual evolution of the competitions in terms of offering new and creative solutions to improve on administration and management.
- Manage relevant budget lines.

○ **Administration and Internal Communications:**

- Report back regularly to the Manager on the progress of assigned areas, while moving them forward independently.
- Compile event information and ensure the smooth flow of information between ITF, National Associations and other relevant bodies.
- Attend regular meetings with Management regarding division of work / progress of projects plus pre-event briefings and post-event de-brief.
- Ensure that relevant people, including in other ITF departments, are kept informed of the progress of projects affecting their areas of responsibility.
- Maintain a good working knowledge of both Billie Jean King Cup and Davis Cup at all stages of the competition.
- Be a key point of contact for the Major Events team members for when assistance is required relating to the day-to-day administration of Home and Away ties.
- Work closely with the team to ensure they are engaged, developing and learning, and that they are on-board and positive.
- Provide continuous feedback and encourage a team where open and honest communication is the norm.
- Be an inspiring team leader!

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...

- Strong and proven sport management experience relating to high profile competitions, ideally in an international context.
- Tried and tested administrative skills – ability to prioritise and work on own initiative.
- Excellent time management, skilled in coordination 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.
- Strong IT skills and able to adapt to new programmes and software (internal use).
- Sound knowledge of the current tennis landscape and good understanding of the industry dynamics.
- A good sense of fun and humour and be a team player.

- Resilience & flexibility. Hours can be long and will require some overseas travel, including over weekends.

What we offer...

- 25 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
- 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 itf@serv-recruitment.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.