

ITF ROLE OVERVIEW

JOB TITLE:	Senior Coordinator, Masters
DEPARTMENT:	Tours & Player Pathway
REPORTING TO:	Senior Manager, Masters
LOCATION:	Southwest London (with international travel)

We currently work to a hybrid model requiring a mandatory minimum of 3 days per week working in the office based in Southwest 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 national and regional member associations. 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 3,500 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 Masters Tennis

The ITF Masters team is responsible for the ITF Masters World Tennis Tour (WTMT), which features approximately 650 tournaments in 75 nations with ambitions to grow considerably. The tour offers competition opportunities for a major tennis population of players aged 30 to 90+. The department is also responsible for the delivery of the ITF Masters World Team and Individual Championships.

The Role:

The role of the Senior Coordinator is to primarily assist with the coordination of the ITF World Tennis Masters Tour and ITF Masters Team Competitions. Although predominantly an administrative role, the Senior Coordinator will be involved in the organisation and on-site delivery of some major Masters Tour events, and strategic projects related to the growth and sustainability of Masters Tennis.

Responsibilities:

- Provide a high level of customer service to all stakeholders, deal with player queries and liaise with tournament organisers and Regional/National Associations
- Support and process tournament applications and fact sheet information from nations and maintain the calendar throughout the year
- Coordination and management of the calendar of World Tennis Masters tournaments in specific nations and/or regions, with analysis of tournament standards, tournament performance to support calendar decisions and grading.
- Support in the planning, delivery and review of Masters World Championships; through the use of Smartsheet and similar planning tools, process nominations and players' eligibility to represent their nation, liaise with team captains and host nation staff before and during the events.
- Process tournament Entries, Withdrawals and Acceptance Lists
- Ensure receipt and processing of weekly results and reports from tournaments

- Provide tournament officials with necessary documentation on a weekly basis
- Monitor the correct calculation and publishing of weekly rankings
- Provide content for and update ITF Masters website, resources and documentation.
- Assist with application of Regulations and Code of Conduct
- Assist with collection and analysis of statistics where necessary

General duties/responsibilities:

- Preparation of proposals and reports for Committee meetings
- Attendance at ITF owned events where necessary
- Work on specific projects as and when assigned

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
- Solid experience and a proven track record of delivering project objectives
- Excellent time management, skilled in delivery of multiple projects and delivering to deadlines.
- Experience in data analysis to support reporting and decision-making
- Event Management experience, ideally in national or international sport, with the ability to lead teams across multiple areas such as operations, officiating, medical, media
- Integrity, accountability, commercial awareness with diplomacy and tact
- Excellent stakeholder management and communication skills with a professional approach
- A passion for growing the game, particularly for adults aged 30 and over, and a commitment to the ITF's mission to deliver tennis for future generations
- Good I.T, website and social media knowledge
- Commercial awareness with financial acumen and experience managing budgets
- Fluent in both written and spoken English; additional European language(s) desirable
- Flexibility. Hours can be long and travel over some weekends 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 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 a 35 hours per week. Normal office hours are 09:00 – 17:00 Monday to Friday. Flexible working hours possible with core hours of 10am – 4pm (although weekend work and longer hours are a part of the role when travelling)

Application Process

Please send a covering letter and CV mastersjobs@itftennis.com stating **Senior Coordinator, Masters** 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](#).

A DBS check may be required of the successful applicant.

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.