

ROLE OVERVIEW

JOB TITLE:	Senior Coordinator, Juniors
DEPARTMENT:	Tours & Player Pathway
REPORTING TO:	Senior Manager, Juniors
LOCATION:	Southwest London (with potential for 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.

World Tennis is the global 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. World Tennis oversees the rules and regulations that govern international and national competition.

World Tennis 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. World Tennis 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. World Tennis organises over 3,500 weeks of men's, women's and junior tournaments on the World Tennis Tour, World Tennis Beach Tour, UNIQLO Wheelchair Tennis Tour and the World Tennis Masters Tour. World Tennis upholds the highest standards of integrity and is a partner in the International Tennis Integrity Agency.

The ITF recently re-branded to World Tennis.

Overview of Department:

The Juniors team is responsible for the World Tennis Tour Juniors, which features over 1,000 tournaments in 140 nations. The Tour provides competition opportunities for elite junior players and a launch pad to learn, develop and compete before the professional game. The department is also responsible for the delivery of World Tennis owned competitions including the 14U Junior Team Competition, Davis Cup Juniors & Billie Jean King Cup Juniors, and the World Tennis Tour Junior Finals.

Responsibilities:

- Provide a high level of customer service to all stakeholders, deal with player queries and liaise with tournament organisers and Regional/National Associations
- Manage the calendar for specific Nations and Regions by coordinating with Tournament Organisers and National Associations to build strong relationships, optimise the schedule, and ensure events run smoothly.
- 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 Tour Junior 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 World Tennis Junior Team Competitions; including Qualifying and Finals stages.
- Assist in the promotion and branding activities of the Tour, and support in delivering education programmes to players, coaches, officials and Organisers.
- Assist with tournament Entries, Withdrawals and Acceptance List processing.
- Ensure receipt and processing of weekly results and reports from tournaments

- Provide tournament officials with necessary documentation and support on a weekly basis
- Assist with application of Tour Regulations and Code of Conduct
- Assist with collection and analysis of statistics where necessary
- Preparation of proposals and reports for Committee meetings
- Attendance at World Tennis owned event 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 – ideally tennis – including competition structures, event operations, and external committees.
- Solid experience and a proven track record of delivering project objectives.
- Excellent planning and 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 and a commitment to World Tennis' mission to deliver tennis for future generations.
- Good I.T, website and social media knowledge.
- 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 UK bank holidays
- Private Healthcare
- Group personal pension scheme, Life assurance and annual 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 (weekend work and longer hours are a part of the role when travelling)

Application Process

Please send a covering letter and CV to juniorsjobs@world.tennis stating **Senior Coordinator, Juniors** 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.

World Tennis 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 World Tennis. Our philosophy focusses on embedding inclusive behaviours and processes across every element of our business practices.