

Job Description

Devon Tennis

We are the County Association tasked with getting more people playing tennis more often. We do this by working with our network of registered tennis clubs, volunteers, coaches & officials.

The County Association affiliates to the LTA and upholds the rules and regulations of the LTA. We work closely with the LTA with its strategy, in attracting new players of all ages, supporting clubs and other places to play.

Devon Tennis is made up of volunteers, many of whom have specialist skills relevant to the organisation and its work. We constantly strive to improve and broaden the services we offer so that we may give support and service of the highest quality to all those involved with tennis in the county.

As the Competitions area is a key priority for Devon Tennis, we are looking for an enthusiastic, motivated volunteer who is passionate about sport and tennis to administer the Summer and Winter Devon National League, LTA Youth Schools Tennis league and the Road to Wimbledon Finals. The role will work closely with our Performance Manager and County Administrator and report to the Volunteer Management Board. This role will be home based and have the option to use the County Office at South Devon Tennis Centre, Ivybridge as required.

This might suit the following:-

An official wishing to expand their involvement in the county

A tennis parent wanting to get more involved

A coach wanting to get more involved in Junior tennis

If you would like to know more about the role please contact devoncountytennis@gmail.com

To apply please email your CV together with a covering letter detailing why you would be suitable for the role to devoncountytennis@gmail.com and devontreasurertennis@gmail.com by the 4th July 2021

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Job Details

Job Title: LTA Leagues Coordinator
Salary: Voluntary with all expenses paid
Location: Home based
Line Management: Management Board

Main Activities and Responsibilities

- To coordinate and administer the National League Summer and Winter adult and junior inter club competition
- To provide administrative support for the LTA Youth Schools Competition
- To coordinate the County Finals of the Road to Wimbledon Competition

General

- The above areas of work will be carried out in conjunction with the County volunteers, in particular the Chairman of the Devon Tennis Management Board. Additionally, there may be other tasks that are adhoc based around competition in the county.

Person Specification (All desirable unless marked otherwise)

Qualifications:

- Accredited official or commitment to becoming one (Essential)
- Full Driving License (Essential)

Experience:

- Experience of sport, ideally tennis with a knowledge of Devon
- Experience in event / competition organisation(Essential)
- Experience in creating and maintaining effective relationships with stakeholders & partners
- Experience of project coordination with volunteers
- Experience using social media & digital platforms such as Facebook (Essential)
- Experience of promoting and marketing tennis

Skills:

- Excellent communication and interpersonal skills with the ability to communicate well (Essential)
- Ability to lead and motivate others and always be positive
- Be able to work efficiently on own initiative, within time constraints (Essential)
- Good written and oral skills (Essential)
- Computer literate in a variety of software packages.

General and Special Knowledge:

- A good knowledge of Devon geography
- Understanding of National Governing Body (LTA)

How to apply

Please send CV and covering letter to devoncountytennis@gmail.com and devontreasurertennis@gmail.com by 4th July 2021