



Overview of the role:

Gather reports IOM Tennis Website and IOM Tennis Facebook Page. Help raise the profile of Tennis Isle of Man and opportunities to play, coach and volunteer in the local community.

Main duties include:

Reports

- Follow up reports from organiser/referee eg. IOM Championships, Road to Wimbledon;
- Follow up reports from Captains of County Cup Competitions;

Website

- Keeping the IOM Tennis Website up to date including events and contact details;
- Publishing match results and reports as soon as possible after the event;
- Promoting competition and coaching activities;

Social Media

- Keeping the IOM Tennis Facebook Page up to date including events and contact details;
- Publishing match results and reports as soon as possible after the event;
- Promoting competition and coaching activities;

Other Reporting

- Reports from ad hoc events.

Advertising

- Advertise forthcoming events on the IOM Tennis Website and on the IOM Tennis Facebook Page;
- Raise the profile of Tennis Isle of Man and opportunities to play, coach and volunteer in the local community;
- Any other promotional work.

Skills and experiences needed for the role

- Excellent communication skills – both verbal and written
- Reliable and trustworthy
- Good IT and organisational skills

Further Information

- This role may require a DBS Check, and Safeguarding Training to be undertaken.