



# Vacancy Details

## Kent Tennis Competitions Co-ordinator

**Position Type:** Permanent (Hours negotiable)

**Closing Date:** 9 May 2022

We are looking for someone with a passion for tennis to become the Kent Tennis Competitions Co-Ordinator. The successful applicant will lead and administer tennis competitions across the county of Kent, working closely with our enthusiastic and dedicated volunteers and officials, as well as providing administrative support to the County Lead Coach for the county training programmes and inter-county cup team events.

**To apply:** Please provide your cv, including two references, and a covering letter (maximum of one page) stating why you are suitable for this role.

Please send the email to: [phil.lynch@kenttennis.org.uk](mailto:phil.lynch@kenttennis.org.uk)

If you would like more information about this role, please contact either of the following:

- Phil Lynch, Kent Tennis Office Manager - 07401 232125
- Jason Baker, Hon. Secretary, Kent Tennis - 07712 446316

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## Background

The Kent County Lawn Tennis Association (known as “Kent Tennis”) is a non-profit-making members’ association affiliated to the Lawn Tennis Association. Kent Tennis promotes and manages the sport of tennis in the county of Kent, London Boroughs of Bexley, Bromley, Greenwich and Lewisham, and the Medway Unitary Authority. Its members are its affiliated Tennis Clubs, Parks, Schools, and other associated venues. Kent Tennis aligns itself with the LTA’s mission to make tennis Relevant, Accessible, Welcoming and Enjoyable. Kent Tennis is an equal opportunities employer.

Kent Tennis organises inter-club competitions, tournaments, county matches and the county training of young players. It also supports LTA Club Registration, LTA Club Forums, Safeguarding and Welfare, disability tennis, the Kent Coaches and Officials, and produces regular publications.

The Kent Tennis Office manages the day to day running of Kent Tennis and is based at the Bromley Tennis Centre in Orpington. You will be joining a small team that manages the Competitions & County Performance, the Clubs and Community support, and reports into the Board of Management member responsible for the Kent Tennis Office.

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# Job Description

## Main Duties/Responsibilities

### Competitions

- Deliver and develop the Kent Inter Club Leagues and National League (both winter and summer) competitions, from entry to completion, working alongside LTA regional and competitions teams, volunteer Kent League co-ordinator and competitions' secretaries.
- Support volunteer organiser of the Kent Seniors Singles and Doubles competition including documentation, promotion, online results inputting and arranging the finals.
- Co-ordinate the delivery and development of the Play Your Way to Wimbledon County Finals throughout the entire process – booking venues, format, referee recruitment, all communication, results, and prizes. Promote the event to Kent tennis clubs and venues to run Play Your Way to Wimbledon events.
- Manage the schools' competitions available to both primary and secondary schools through from the structure, promotion and delivery of Kent specific primary and secondary schools' competitions to the LTA YOUTH Schools competition. This includes working with partners such as the LTA regional team, Kent Schools Games Organisers, Kent sport and Kent coaches.
- Planning and administering the Kent Tennis County Championships in conjunction with the managing partners and lead referee. Key aspects are managing trophies, player t-shirts, printed programme, Finals Day presentations, and coordination of all other Kent Tennis responsibilities attached to the championships.
- Manage the competition pages of the Kent Tennis website and work with Office Team members and volunteers to deliver social media output to promote Kent Tennis competitions and results.
- Support the Kent Officials Network in conjunction with lead volunteers.

### Performance

- Support the Kent Tennis County Lead Coach in the administration of Junior County Cup teams, sending player invites, organising team kit, organising accommodation and travel (when required), ensuring safeguarding forms are completed, and invoices are paid.
- Manage the performance pages of the Kent Tennis website and work with Office Team members and volunteers to deliver social media output to promote Kent Tennis County Cup results and player results.
- Support the Board member for Performance by updating the Captains Guides and supporting the junior, adult, and seniors' captains, ahead of their respective County Cup events, as required.
- Administer the County Training programme, supporting the County Lead Coach, sending player invites, managing bookings (both online via ClubSpark and collecting payments), booking courts, managing coaches' invoices, and ensuring safeguarding procedures are followed.
- Manage the supply of county players' kit to captains and players, via an online portal, liaising and reviewing offerings with approved supplier, when necessary.
- Be the county liaison with the ball supplier, for activities such as County Championships and other county competitions.



## Person Specification

### Essential

- Proven organisational and planning skills, with an attention to detail
- A strong communicator; articulate, with effective written communication skills
- Able to work within a small and focused team, often with minimal supervision, and to take the initiative in bringing forward fresh ideas and solving problems
- Resourceful and proactive, with a flexible approach to work and an ability to effectively prioritise tasks to meet the changing needs as and when required
- Experienced with Microsoft Word, Excel, Outlook, and PowerPoint to an intermediate level
- Creates an environment where people feel safe and welcomed
- Value people's differences and believe they make us stronger
- Take the time to learn more about inclusion and remove any current or potential barriers

### Desirable

- Experience of administering and planning tennis competitions (leagues and/or tournaments)
- Previous experience using competition management software (League Planner, Tennis Tournament Planner) and ClubSpark software
- Knowledgeable about monitoring and reporting
- Previous experience of social media utilisation and website updating
- Able to facilitate workshops and events
- Enthusiasm for tennis

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## Additional Information

The role will require full DBS clearance, the results of which must be satisfactory to Kent Tennis.

The successful candidate will report into the Kent Tennis Office Manager.

### Working Hours:

- Expected to be 24 working hours per week but this can be flexible.
- The role-holder must be prepared to work some evenings or weekend days to meet ad hoc requirements of the role (there are several key meetings held in a year, which the job holder would be expected to attend and, on occasions, organise).
- Additional hours/days may be required before and during The County Championships at the end of August.

### Benefits:

- Salary range between £22k to £25k (based on 35 hour week; pro-rata for less hours)
- 25 days holiday plus Bank Holidays (based on 35 hour week; pro-rata for less hours).
- Free use of onsite gym, discounted indoor court booking and group coaching fees.
- Flexible working arrangements.
- Pension scheme.

If you are shortlisted, interviews will be held during the day or early evening.