



KENT PADEL COORDINATOR

Would you like to be part of our vision of helping to support the expansion of Padel tennis in the county?

To help achieve this vision, Kent Tennis is looking to recruit a Kent Padel Co-ordinator. This is a new role and the successful candidate will work closely with the Padel ambassador for Kent Tennis as well as padel venues and clubs across the county.

Job Description

- To work closely with the lead volunteer Padel Ambassador and give administrative support where required.
- To research and collate data on padel venues in the county including LTA registration, key contacts, number of courts, coaches, and inclusive programmes / initiatives.
- To encourage all padel venues in the county to register with the LTA and Kent Tennis and embrace the implementation of safeguarding policies and procedures in their venues.
- To encourage padel coaches to join the Kent Tennis coaches' network and to share opportunities for further learning such as referee courses.
- To ensure all LTA Padel initiatives and other padel playing and training opportunities are communicated and shared with padel venues including any Kent Tennis initiatives that go across both tennis and padel.
- To establish and build positive relationships with key members of the padel community.
- To support and attend the organisation's Padel committee and be responsible for minute taking.
- To keep the padel page of the website up to date.
- To liaise with Kent office staff and ensure there are articles on Padel within our Kent Tennis News (KTN) and that padel features regularly on our social media platforms

The key to your work will be to establish a supportive working relationship with padel venues and clubs and their workforce (coaches, volunteers, committee members, officials).

Person Specification

- An advocate of padel
- An infectious enthusiasm for the sport, preferably as a padel player
- Good organisational skills
- Excellent interpersonal skills
- Good communication skills both written and verbal
- Administrative skills and record keeping.
- Prepared to travel and visit venues across the County if required
- Ability to join meetings on zoom as required .

The role will be offered on a self - employed basis of 20 hours per month for an initial contract period of 6 months. The role will be reviewed after this trial period.

The successful candidate will be expected to adopt a flexible approach.

Interview dates will be arranged with candidates. It is anticipated the role will commence 1st April.

Application:

If you would like to be part of this exciting initiative and have the necessary skills then please apply by sending a copy of your CV and a supporting letter of no more than 500 words outlining your skills, competencies and enthusiasm for the role of Kent Padel Coordinator by emailing info@kenttennis.org.uk by **14 March 2025**.