

Competitions and Events Coordinator

Responsible to	Competitions and Events Manager
Location	Flexible with travel required across Wales
Salary	£18,000 to £23,500 per annum plus benefits (pension and healthcare)
Salary Hours	Flexible - Full Time or Part Time to suit the ideal candidate

ABOUT THE ROLE

Tennis Wales is the Governing Body of tennis in Wales. Our vision is ***tennis opened up across Wales***, and we aim to grow tennis by making it relevant, accessible, welcoming & enjoyable across the country. Tennis Wales is committed to delivering a broad and engaging range of events and competitions, for players from recreational through to international level experience. With the aim of engaging more people in tennis and assisting the progression of talented players through appropriate competition.

The Competitions and Events Coordinator will be responsible for growing our recreational pathway of competitions and leagues in Wales, delivering LTA and Tennis Wales competition initiatives and events to increase the number of regularly competing juniors and adults.

KEY ROLES & RESPONSIBILITIES

Competition and Event Programming

- To support the Competitions and Events Manager to plan an annual competition calendar for Wales, providing an inclusive and accessible range of opportunities for adults and juniors.
- To work with our network of venues, coaches and officials to deliver great competitive opportunities across the country.
- To monitor and evaluate participation in competitions and leagues using data and insight to continually improve our offer, grow participation and generate revenue.
- To coordinate the development of recreational and entry level competition for tennis and Padel by delivering LTA and Tennis Wales initiatives and programmes in clubs, schools, parks and Community Indoor Tennis Centres (CITCs).
- To liaise with the North and South Wales committees to successfully deliver Welsh county tennis leagues, and County Championship events.
- To increase the number of venues delivering regular competition with a particular focus on grade 6 (match play) and grade 5 (introductory) competitions for juniors.
- To promote competitions and events across Wales to players, increasing the number of regularly competing juniors and adults and players with an active ITF World Tennis Number.
- To coordinate an indoor calendar of winter regional and county tour events in Wales, collaborating with the LTA calendar across Great Britain.
- To coordinate a calendar of disability tennis competitions across Wales, increasing the number of disabled players competing.
- To collaborate with the Competitions and Events Manager and Head of Performance to support the delivery of national and international competitions in Wales to support the development of our talented players.

Workforce Development

- To train and develop a diverse workforce that is fit for purpose to grow competition opportunities for all.
- To support with training and developing the competition workforce with regular newsletters, forums and annual conference.
- To work collaboratively with the LTA and Tennis Wales colleagues to ensure that our competitions and workforce are meeting the relevant safeguarding requirements.

General

- To ensure registered venues in Wales are safe to practise, protecting children & vulnerable adults playing tennis across the country in partnership with colleagues in Tennis Wales and statutory agencies.
- To attend Tennis Wales, LTA and Sport Wales training throughout the year, acting as an ambassador for Tennis Wales, raising awareness of our work and contributing to tennis in Britain in a positive way.
- To manage budgets & investments in line with Tennis Wales policies and procedures, working closely with the Head of Participation, Competition & Events Manager and the Tennis Wales Finance Officer to invest our funds appropriately.

PERSON SPECIFICATION

Knowledge, Skills and Experience	
Able to plan own time effectively and efficiently to manage a broad range of competing priorities.	Essential
Demonstrate excellent personal communicational skills with ability to build and maintain effective relationships with stakeholders.	Essential
Excellent customer service skills, able to oversee customer queries and complaints in an effective and empathetic manner	Essential
Work collaboratively with a range of internal and external stakeholders including volunteers to influence outcomes positively.	Essential
Experience of coordinating a competition calendar at local, regional and national level in a professional or volunteer capacity.	Essential
Experience of event management and/or competition delivery in a professional or volunteer capacity.	Essential
An understanding of the wider sports development network in Wales and the essential elements involved in developing competition in club, community and education settings.	Desirable
Knowledge of the tennis community and competition structures in Wales.	Desirable
A qualified LTA Referee and knowledge of using competition software e.g., Tennis Tournament and League Planner.	Desirable
Competent IT skills (Word/ Excel/PowerPoint/Databases/Microsoft Office/internet)	Essential
A satisfactory DBS (Disclosure and Barring Service) disclosure	Essential
Full UK driving license and access to your own vehicle.	Essential