



## COUNTY COMPETITION CO-ORDINATOR

### Role Description

The County Competition Co-ordinator will lead on the Wiltshire Tennis competition structure, in liaison with the LTA, ensuring the appropriate competitions and support in place for the County, registered venues, schools and parks.

#### **Specific Responsibilities**

- Work with key Wiltshire Tennis and LTA Regional colleagues to support in the development of competition delivery that aligns with Wiltshire's strategic plan.
- Work with wider stakeholders to produce an annual County competition plan, mapping out key dates and activities.
- Liaise with venues and coaches across Wiltshire to support competition delivery and coordinate a winter and a summer county tournament calendar.
- Marketing and tournament publicity including advertising posters.
- Provide reports and report to the County Management Committee meetings (4 times per year).
- Organisation, running and officiating of for the Wiltshire Junior and Adult/Senior County Championship competitions.
- Organisation, running and officiating of for the Wiltshire Padel County Championships
- Organisation, running and officiating of for the LTA National League Competitions - Summer and Winter.
- Organisation, running and officiating of for the Play your Way To Wimbledon Competition.
- Organisation, running and officiating of for LTA Schools Competition.
- Organisation, running and officiating of for the County Mini Tennis Team Festival.
- Assist Wiltshire Tennis to ensure events are run safely using LTA event guidelines.
- Liaise and support if required with the local County district leagues.
- Support local referees and competition organisers within the County.
- Encourage entries in the LTA tennis awards specifically in the category 'Competition of the Year'.

#### **Skills and Knowledge as the County Competition Co-ordinator**

- Previous and proven administration experience working with volunteers, players, coaches and parents.
- Knowledge of tennis and tennis club management, and of LTA direction and activities.
- Understanding of the tennis competitions framework
- Understanding of the local and regional competition landscape and participation base
- Excellent IT skills and knowledge of the LTA's Tennis Tournament Planner (TTP) and League Planner (LP) software.
- Excellent communication and inter-personal skills and ability to prioritise to meet deadlines.
- Good understanding of the core role of the County and associated resourcing requirements.
- An ability to work on their own initiative and as part of a team.
- To understand the nature of working for a committee-led, voluntary organisation.
- Able to demonstrate an understanding of equality and diversity, safeguarding and their practical application to this role.
- Enthusiastic, friendly and approachable.

### **Special requirements**

- This role will require a DBS check.
- Completion of Safeguarding training.

### **Number and Frequency of Meetings**

- Attend Management Committee Meetings when required.
- Attend and lead the Competition Committee meetings when required.
- Additional meetings may be arranged at the discretion of the Chair to respond to the activities of the Committee, sub-committees and its members.
- Attend Wiltshire venue forums, coffee mornings and coach network meetings when required.
- Attend any special events and visits mostly in the County which require the Competition Co-ordinator presence to represent Wiltshire Tennis.
- Attend LTA Competition Meetings when required.

### **Location**

The role of the Competition Co-ordinator will mostly be carried out from home. Travel to various meetings will be necessary as well as to specific visits, events and competitions mostly within the County.

Contract: One Year fixed term (to be reviewed at the end of the term)

Hours: To suit individual circumstances but approximately 5 hours per week

