



JOB DESCRIPTION

JOB TITLE:	Tennis Professional
REPORTING TO:	General Manager
LOCATION:	Elm Park Golf and Sports Club, Dublin 4
CONTRACT TYPE:	Contract for Services
DURATION:	3 Years

BACKGROUND:

Tennis has been an integral part of Elm Park Golf and Sports Club since 1925. The Club and its members have a proud history of winning pennants, national and international representation, and individual trophies at all levels.

Elm Park Tennis Club has 14 tennis courts of varying playing surfaces (3 all-weather floodlit, 2 artificial clay floodlit, 2 covered courts and 7 excellent grass courts).

We are now recruiting for a Tennis Professional who will agree an Annual Program of Activity with an integrated approach in the delivery of Tennis Development to ensure that members expectations are consistently met or exceeded. This will be achieved in collaboration with the General Manager, the Tennis Captain, Vice-Captain and the Tennis Committee.

Our goal is to promote tennis development and the standard of play through providing high quality, enjoyable programmes and activities that can satisfy the needs of all our members, of all ages and at all levels of ability.

The Club is progressing with the enhancement of the facilities to convert 2 grass and 2 artificial clay to floodlit all-weather courts by end of 2023. We have a longer term plan to increase the number of covered courts from 2 to 5. In addition, the introduction of Padel Tennis to Elm Park is under discussion.

OVERALL RESPONSIBILITY:

The Tennis Professional will be responsible for bringing new ideas and energy that will increase participation/excitement in tennis and improve playing standards at Elm Park Golf and Sports Club, thus enabling retention of existing members and increasing the recruitment of new members.



MAIN DUTIES & RESPONSIBILITIES:

- **Junior Tennis Development:**
Plan, design, and implement a comprehensive tennis development programme for junior members of all levels, including increasing junior tennis participation in league and open tournaments and progression into senior league teams.
- **Adult Tennis Development:**
Plan and implement a programme for adult members in conjunction with the Tennis Committee to enhance the standard of play, and playing experience for all members to include coaching, competitive and social tennis.
- **Coaching Team:**
Lead a small team of qualified tennis coaches to provide flexible hours and meet the members' needs for coaching (including coaching programmes, private member lessons in the evening or at weekends).

Responsible for the daily management of the coaching team.

- **League Teams:**
In conjunction with the Club Captains and League Coordinators, lead the team/squad selection process for each campaign to ensure the Club adopts the best approach to selection and motivation of league teams.

Act as advisor and coach to the league teams for the duration of each league campaign.

- **Social Tennis:**
Assist and support with the implementation of the Social Tennis Programme and internal social competitions.
- **Junior Tournaments:**
Organise appropriate open/semi open junior tournaments – e.g. , Tennis 10s, Stars & Stripes etc in conjunction with the Tennis and Junior Tennis Parents Committee.
- **Internal Club Competitions:**
Organise internal club competitions including Senior Hard-court, Senior Grass-court and Junior Championships.



- ***Tennis Masterplan:***
Play an advisory role in the implementation of the new Tennis Masterplan at the Club.
- ***Padel Tennis:***
In the event that Padel Tennis is introduced at the Club, potentially organise a Padel Tennis coaching programme.
- ***General:***
Create a 3 year Tennis Development Plan for the Club with specific goals and objectives and corresponding budgets which will be reviewed annually.
- Provide monthly update on plans, activities, achievements against pre agreed yearly objectives.
- Attend and report at Tennis Committee meetings as required, and sit as a member of appropriate sub committees including, but not limited to, League Selection Committee, Tournament Committee, Junior Development Committee.
- Work with the Club Child Liaison Officers and Tennis Committee to ensure the Club adheres to best practice regarding Child Protection.
- Liaise with the Leinster Branch/Tennis Ireland/TCL or any other appropriate body to ensure the Club is offering best possible programmes to all groups and to update the club on happenings in tennis.

PERSON SPECIFICATION:

- Accredited Tennis Coach, minimum level 3 with Tennis Ireland but we will consider a level 2 (as per Tennis Ireland 2022 Licensed Coaches list) based on additional relevant qualifications or experience.
- Evidence of proven track record of delivery within a club environment.
- Excellent leadership, interpersonal and communication skills.
- High level of organisational skills.
- Hold current Safe-guarding certification
- Competent with use of technology, email, MS Office, Social Media, etc
- Experience of working with Tennis Booking Systems.
- Available to work flexible hours to suit Elm Park programmes.
- Eligible to work in the Republic of Ireland

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the Club at any time after discussion with the post holder.

Interested candidates should send their current CV to Noeleen Donnelly, HR Manager at noeleen@elmpark.ie. Closing date is **5pm Friday 30 June 2023**.