

***From Playground to Podium:** As an organisation the ITF has a significant influence in tennis. We are involved in everything from inspiring grassroots initiatives to elite international competitions and all that falls in between. We have a touchpoint at every stage of a player's career across all levels and formats of tennis. From grassroots campaigns to the Davis and Fed Cup podium, the ITF is engaged and committed to delivering tennis for future generations.*

ITF ROLE DESCRIPTION

JOB TITLE:	Participation Intern (fixed term – up to 6 months)
DEPARTMENT:	Development
REPORTING TO:	Project Lead, Participation
LOCATION:	Roehampton, South West London

International Tennis Federation (ITF) is the world governing body of tennis. Founded in 1913, its purpose is to ensure the long-term growth and sustainability of the sport, delivering tennis for future generations in association with its 210 member nations. The ITF oversees the rules and regulations that govern international and national competition.

The ITF is responsible for the worldwide development of tennis through its highly-regarded Development Programme, its Science and Technical department which monitors equipment and technology, and its Officiating department which oversees the education and advancement of officials. The ITF organises over 1,500 weeks of men's, women's and junior tournaments on the ITF World Tennis Tour, and also manages the ITF junior team competitions, ITF Beach Tennis Tour, UNIQLQ Wheelchair Tennis Tour and the ITF Seniors Circuit. The ITF is the owner and rightsholder of the two largest annual international team competitions in tennis, Davis Cup and Fed Cup by BNP Paribas, and manages the Olympic Tennis Event on behalf of the IOC. The ITF upholds the highest standards of integrity and manages the Tennis Anti-Doping Programme on behalf of the sport and is a partner in the Tennis Integrity Unit.

Overview of Department:

The ITF Development department's strategy is to create a world where ITF development programmes contribute to the consistent global growth and quality of tennis, with a mission to 'increase the number and standard of players worldwide'. All activities delivered support the attainment to achieve two objectives within the strategy:

- Increase participation in tennis worldwide for all ages, genders, playing standard and physical abilities.
- Develop talented players, particularly those from nations that are both under-resourced and under-represented.

The Role:

We are looking for someone motivated, passionate and organised to work closely with the Project Lead, Participation, to provide administrative support for the projects outlined below.

Responsibilities:

Programmes – Participation

- **Junior Tennis Initiative (JTI):** general administration of the programme for 123 active nations; processing and communicating national assistance (subsidy payments,

equipment shipment distribution and development grants); and administering and processing the project reporting process from all active nations

- **ITF Worldwide Participation Conference 2020:** support the operations for the 3rd ITF Worldwide Participation Conference, including overseeing delegate registration
- **School Tennis programme & Tennis For Kids:** administrative support for the pilot of new Schools Tennis programme and Tennis For Kids in selected nations
- **Other Participation projects:** administrative support for the new ITF Tennis Festivals project and the new ITF toolkit platform that will provide nations with customisable online promotional resources; communicating the projects to all member National Associations and processing nominated user access for both; administration of the specific nation project financial assistance; and provide support for nations when using the ITF Tennis Festivals app

Other

- Provide assistance with other projects related to the Participation area
- Close liaison with the ITF Development Officers around the world regarding all participation projects
- Support the administration of general key functions within the ITF Development department, where required.

You will have...

- ✓ Tennis background:
 - Good knowledge of the national / international structure of tennis
 - Coaching experience* particularly working with recreational participants (desirable)
**ideally qualified tennis coach (equivalent of the ITF Level 1 syllabi or LTA Level 3 - Coach qualification minimum)*
- ✓ Competent use of all Microsoft packages, in particular Microsoft Excel and PowerPoint
- ✓ Excellent interpersonal and communication skills, including experience in customer relations
- ✓ Languages (spoken and written) – fluent English (essential); Spanish and/or French (desirable)
- ✓ Excellent attention to detail with experience of working to deadlines
- ✓ Good planning, organisation and presentation skills
- ✓ Experience of working across multiple projects (desirable)
- ✓ The ability to use your own initiative
- ✓ A good sense of fun and humour and be a team player.

What we offer....

- Experience within an international sports body, as well as guidance, support and the opportunity to gain valuable business experience
- Salary on request
- Lunch is provided by the ITF (up to £8 per day) at on-site facilities
- 10 days holiday (for the term of the placement) plus applicable bank holidays
- Free parking on site plus use of gym, classes and pool (small charge)
- Working hours: based on 35 hours per week with core hours of 10am-4pm Monday to Friday – flexible start & end times

This job specification should in no way be deemed a complete and definitive description of the job requirements. Responsibilities may be expanded or reduced at any time as deemed appropriate by management.