

***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 Billie Jean King Cup podium, the ITF is engaged and committed to delivering tennis for future generations.*

ITF ROLE OVERVIEW

JOB TITLE:	Coordinator, Juniors & Masters
DEPARTMENT:	ITF Tours and Player Pathway
REPORTING TO:	Senior Manager, Juniors
LOCATION:	Roehampton, South West London (some international travel)

We work to a hybrid model requiring a mandatory minimum of 3 days working in the office based in Roehampton, London and as part of this, Mondays and Tuesdays are 'anchor days' where all staff are obliged to work from the office.

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 213 national and regional member associations. 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 is the owner and co-owner of the two largest annual international team competitions in tennis, the Davis Cup and Billie Jean King Cup (BJKC) by Gainbridge and manages the Olympic and Paralympic Tennis Events on behalf of the IOC and IPC. The ITF organises over 1,500 weeks of men's, women's and junior tournaments on the ITF World Tennis Tour, ITF Beach Tennis Tour, UNIQLO Wheelchair Tennis Tour and the ITF Masters Circuit. The ITF upholds the highest standards of integrity and is a partner in the International Tennis Integrity Agency.

Overview of the Juniors Tennis area

The ITF Juniors team is responsible for the ITF World Tennis Tour Juniors, which featured 980 tournaments in 130 nations during 2024. The Tour provides competition opportunities for high-performance junior players and a launch pad to learn, develop and compete before the professional game. The department is also responsible for the delivery of ITF owned junior competitions. These include the 14U World Junior Tennis Competition, Billie Jean King Cup Juniors by Gainbridge & Davis Cup Juniors, where nations send their top three (3) junior players to compete together on a global stage, as well as the ITF World Tennis Tour Junior Finals, where the top 8 players compete at the WTT Junior year-end Finals.

The Role:

The role of the Coordinator is to primarily assist with the coordination of the ITF World Tennis Tour Juniors and ITF Junior Team Competitions with occasional support provided to the WTMT. Although predominantly an administrative role, the Coordinator will be involved in the organisation and on-site delivery of some major Junior events, and strategic projects related to Juniors Tennis and occasionally Masters Tennis.

Responsibilities:

- Provide a high level of customer service to all stakeholders, deal with player queries and liaise with tournament organisers and Regional/National Associations
- Take responsibility for the calendar in Asia and Oceania – working with the relevant Regional Association(s) and National Associations to build strong relationships and create optimal calendar structure, liaise with tournament organisers to ensure smooth running of events

- With the use of the ITF Tournament Management System, support and process tournament applications and fact sheet information from nations and maintain the calendar throughout the year in an efficient manner with a high-degree of accuracy and attention to detail.
- Support in the planning and review of the Junior Team competition regional qualifying rounds
- Support in the planning, delivery and review of ITF Junior Team Competition Finals; through the use of Smartsheet and similar planning tools, process team nominations and players' eligibility to represent their nation, liaise with team captains and host nation staff before and during the event
- Review tournament Entries, Withdrawals and Acceptance Lists
- Ensure receipt and processing of weekly results and reports from tournaments
- Provide tournament officials with necessary documentation on a weekly basis
- Monitor the correct calculation and publishing of weekly rankings
- Provide relevant and up to date communications and resources to players via ITF IPIN
- Assist with application of Regulations and Code of Conduct and ensure that tournaments adhere to the minimum Organisational Requirements
- Assist with collection and analysis of statistics and fees where necessary

General duties/responsibilities:

- Preparation of analysis to support reports and proposals for ITF Junior Committee meetings
- Attendance at ITF owned events, where necessary
- Work on specific projects as and when assigned
- Where required, provide support to other ITF Tours and Player Pathway departments, including on-site attendance at events

As the needs of the business can evolve rapidly this role may change accordingly, therefore this document should be viewed as guidelines which are subject to change.

You will have...

- ✓ Strong administration skills and attention to detail/accuracy
- ✓ Excellent time management, skilled in delivery of multiple projects or tasks
- ✓ Integrity, diplomacy, and accountability
- ✓ Interest in sport and knowledge of tennis desirable
- ✓ The ability to use own initiative
- ✓ Proactive and motivated to exceed in role
- ✓ A good sense of fun and humour and be a team player
- ✓ Strong communication skills, both written and oral
- ✓ Fluency in both written and spoken English is essential
- ✓ Fluency in Spanish is highly desirable. Other languages welcomed.
- ✓ Flexibility. Hours can be long and weekend travel is part of the role

What we offer

- 20 days holiday per annum plus bank holidays
- Private Healthcare
- Group personal pension scheme, Life assurance and Wellbeing Allowance (subject to conditions)
- Health Cash Plan
- Lunch provided when working in the office (up to £9 per day)
- Complimentary healthy snacks and fresh fruit when working in the office
- Ride2Work Scheme
- Free parking onsite
- Working hours: based on 35 hours per week. Normal office hours are 09:00 – 17:00 Monday to Friday. Flexible working hours possible with core hours of 10am – 4pm (weekend work and longer hours are a part of the role when travelling)

To apply...

Please email your CV and cover letter to juniorsjobs@itftennis.com stating **Coordinator, Juniors** in the subject line of your email, clearly indicating in your cover letter whether you require sponsorship or a work permit to work in the UK either now or in the future.

The ITF processes your applicant data in accordance with our Privacy Notice – Recruitment, which can be found on [our website](#).

A DBS check may be required of the successful applicant.

Equality, diversity & inclusion (EDI) is a fundamental priority for the ITF. Our philosophy focusses on embedding inclusive behaviours and processes across every element of our business practices