

ITF JOB DESCRIPTION

JOB TITLE:	Team Lead, Major Events
DEPARTMENT:	Major Events
REPORTING TO:	Senior Manager, Billie Jean King Cup & Multi-Sports Games
LOCATION:	Roehampton, Southwest London (some international travel is required for this role)

We currently work to a hybrid model requiring a mandatory minimum of 3 days per week 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 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 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 Department

Davis Cup and Billie Jean King Cup by Gainbridge are the two main properties of the ITF. These two competitions are the largest annual national team events in sport. It is the role of the Major Events department to work closely with National Associations and independent hosts to ensure that we deliver world-class events that are seen as essential to players, nations and media. Major Events ensures that these events are organised to the same high sporting standards everywhere in the world and that the contractual rights of the international sponsors are delivered efficiently and accurately.

The Major Events department is also responsible for the planning and delivery of the Olympic & Paralympic Tennis Events in conjunction with each Games Organising Committee and the International Olympic Committee (IOC) and International Paralympic Committee (IPC). We perform other key operational and advisory roles in several multi-sports games including Regional Games, Youth Olympic Games and the World University Games.

The Role

We are looking for an experienced Team Lead with a proven track record in event organisation and operations within sport to work on the ITF's main major events within professional tennis.

Responsibilities

- Lead on key projects within the Major Events department with a focus on the Billie Jean King Cup Play-offs to ensure minimum standards and contractual rights are met.
- Work on the general pre-event preparation of Billie Jean King Cup and Davis Cup events to ensure all sporting, logistical, operational, security and commercial planning is implemented by local organisers.
- Foster effective relationships and collaboration with National Associations, Regional Associations, Players, BJKCL, and other stakeholders (including IOC, IPC, Grand Slams, ATP, WTA, ITIA).

- Manager and coordinate the submission of internal budgets to ensure accurate financial planning.
- Regularly review processes and procedures to ensure continual evolution of the events, offering new and creative solutions to improve on delivery and management.
- Report back regularly to line manager on the progress of assigned areas, while moving them forward independently.

You will have...

- ✓ Proven experience in an international sporting environment, preferably in tennis.
- ✓ Sound understanding of professional tennis, including National Association activities and structure, professional tennis event operations and rules and regulations.
- ✓ Excellent time management, skilled in delivery of multiple and complex projects and delivering to hard deadlines.
- ✓ A passion for growing the game and a commitment to the ITF's mission to deliver tennis for future generations.
- ✓ Excellent stakeholder management and communication skills with a collaborative and diplomatic approach.
- ✓ Integrity and accountability.
- ✓ Strong IT skills across all Office applications.
- ✓ Fluent in both written and spoken English; additional European language(s) would be a distinct advantage.
- ✓ Flexibility. Hours can be long and international/weekend travel is part of the role.

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.

What we offer...

- 25 days holiday per annum plus UK bank holidays
- Private Healthcare
- Group personal pension scheme, Life assurance and annual Wellbeing Allowance (subject to conditions)
- Health Cash Plan
- Free lunch when working in the office (up to £9 per day)
- Ride2Work Scheme
- Complimentary healthy snacks and fresh fruit when working in the office
- Free parking on site
- Working hours: based on 35 hours per week. Normal office hours are 9.00 – 17.00 Monday to Friday. Flexible working hours possible with core hours of 10.00 – 16.00.

To apply...

Please send a covering letter and your CV to jobs@itftennis.com stating **Team Lead, Major Events** in the subject field of the 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](#).

The successful candidate may be subject to an enhanced DBS or equivalent level Overseas Criminal Records Check.

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 practice.