

## ITF JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Team Administrator, Major Events</b>
<b>REPORTING TO:</b>	<b>Team Lead, Davis Cup</b>
<b>DEPARTMENT:</b>	<b>Major Events</b>
<b>LOCATION:</b>	<b>Roehampton, south west London.</b>

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.

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**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.

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### 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 and Paralympic Tennis Events in conjunction with each Games Organising Committee and the IOC/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 a team administrator to support the Major Events team in the administrative planning and organisation of the Billie Jean King Cup & Davis Cup competitions.

This is not an operational role, and although event knowledge is desirable, the ideal candidate will be a strong admin-focused person, comfortable with office-based tasks.

### **Responsibilities**

- Compile event information and ensure the smooth and accurate flow of information in within Major Events as well as with other ITF departments and external stakeholders.
- Be responsible for specific projects as set out in the 'Major Events Team Responsibilities' document e.g. Player Participation, Trophies and Medals, Team Nominations, etc.
- Support the travelling members of the Major Events team while working at events acting as office based central point of contact.
- Attend meetings including pre-event briefings and post-event de-briefs.
- Ensure that relevant people are kept informed of progress of projects affecting their areas of responsibility as well as all other ITF departments involved.
- Davis Cup & Billie Jean King Cup event correspondence, liaising with National Associations and ITF departments on event logistics.
- Coordinate and manage a department archive project to ensure preservation of historical documents and ease of future reference.
- Other departmental ad hoc administration as required, including coordinating team meetings etc.

*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...**

- High standard of administrative skills (outstanding attention to detail is essential)
- Excellent computer literacy (Microsoft Office), and knowledge of Smartsheet desirable
- Excellent time management, skilled in delivery of multiple projects and delivering to hard deadlines
- Sound knowledge of tennis and good understanding of the industry dynamics
- French and/or Spanish language in addition to English (fluent written and spoken) would be an advantage
- Confidence interacting with a broad range of people and at all levels
- Diplomacy (as you will be dealing with high level professionals and authorities)
- Integrity and accountability
- A good sense of fun and humour and be a team player
- Resilience & flexibility. Hours can be long prior to and during events.

### **What we offer...**

- 20 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 9am-5pm Monday to Friday. Core Hours are 10am-4pm.

### **Application Process**

Please send a covering letter and your CV to [jobs@itftennis.com](mailto:jobs@itftennis.com) stating **Team Administrator, 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.*