

*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

<b>JOB TITLE:</b>	ITF Development Officer – Pacific Oceania (12month FTC)
<b>REPORTING TO:</b>	Head, Performance and Events
<b>DEPARTMENT:</b>	Tennis Development
<b>LOCATION:</b>	Pacific Oceania Region

**This job entails travelling extensively during the year. For this reason, the successful candidate must be based in one of the city airport hubs within the Oceania region: (Brisbane, Auckland, Melbourne, Fiji, etc.) as agreed by the ITF.**

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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 organises over 1,500 weeks of men's, women's, and junior tournaments on the ITF World Tennis Tour, and manages the ITF junior team competitions, ITF Beach Tennis Tour, UNIQLO Wheelchair Tennis Tour and the ITF Masters Tour. The ITF is the owner and rightsholder of the two largest annual international team competitions in tennis, Davis Cup by Rakuten and Billie Jean King Cup by Gainbridge and manages the Olympic Tennis Event on behalf of the IOC. 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:

ITF Development Department delivers a broad range of initiatives in less developed nations globally ranging from the grass roots to Grand Slams tours. Activities include servicing nations via bespoke digital platforms such as the ITF Academy and the ITF World Tennis Number, ITF/GSPDP touring teams, GSPDP junior & professional player grants, and financial support to regional tennis events to ensure a player pathway in all regions. The ITF also provides funding for tennis facilities, coach education, and the supply of tennis equipment via the ITF Junior Tennis Initiative.

### The role:

Under the supervision of the ITF and working closely with the Oceania Tennis Federation, the ITF Development Officer's role will be to assist with the delivery of the ITF's Development Strategy via six Pillars:

1. Education
2. Participation
3. Performance
4. Events
5. Facilities
6. Resources & Administration

### Responsibilities:

## **Education**

Aiding nations to be self-sufficient in Coach Education by establishing their own Coaches Education systems through the ITF Recognition of Coach Education Programs and having a package and being activated in the ITF Academy. Be responsible for conducting and/ or coordinating any ITF courses e.g. ITF Play Tennis Course, Coaching Beginner & Intermediate players (Level 1), Coaching Advanced players (Level II), Coaching High Performance players (Level III) and Coaches and Tutor's courses that might take place in the region. Be responsible for the identification and selection of coaches to be candidates for Olympic Solidarity courses and scholarships.

## **Participation**

Establishing and monitoring the ITF Junior Tennis Initiative in participating nations and oversee quarterly JTI report. Working closely with the Oceania Tennis Federation's Project Officer, along with ITF staff provide administrative and technical support to the Regional Development Programme. Assist with the promotion the variety of ITF projects developed to increase participation worldwide as requested. Coordinating the provision of data from national associations for the ITF NA Survey as well as the ITF Global Tennis Report. Undertaking any other task within this strategic pillar as requested by the ITF.

## **Performance**

Provide administrative and technical support for the delivery of the Regional Development Programme. This will include (but not be limited to) the organizing and conducting of training camps as required for the most promising junior players and coaches in the Region; delivery of talent identification programmes and parent education workshops. In addition, you will be required to provide administrative and technical support for the delivery of the regions Touring Team pilot project (including the design of the players training and competition schedules, the nomination of coaches, along with the crafting and submission of quarterly & year-end reports. Finally, coordinate the ITF/GSPDP junior teams in the region and assist as necessary, the Oceania Tennis Federation.

## **Events**

Assist the with the delivery of key national and ITF events in the region. Assist with the establishment of new junior events in the region.

## **Facilities**

Advising and supporting nations in the development of National Training Centres, via the ITF National Training Centre Recognition Programme. Encourage nations to upgrade their facilities via the ITF Facilities Grant Programme and provide technical and administrative assistance.

## **Administration**

Establish positive and effective working relationships with the ITF National Associations and the Regional Association.

Encourage the introduction of wheelchair and beach tennis activities by ITF National Associations and within other relevant programmes (e.g. coaching courses) and facilitate relationships.

When appropriate liaise with external organisations (e.g. National Olympic and Paralympic Committees/Special Olympics/ International School Sport Federation). Assist the ITF and the Regional Association with the annual budget process, its monitoring and regular reviews.

*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 by management.*

## **You will have....**

### **ITF or National Associations Tennis Certification and Background**

- ITF Coaching Advanced Players Certification or similar. ITF Coaching High performance Players Certification or similar, are assets.
- A broad tennis history, with a working knowledge of the tennis landscape in the region is an asset.

### **Administration Skills**

- Excellent written and verbal communication skills and people skills.

- Excellent administrative skills (Word, Excel, PowerPoint, Microsoft Outlook) is essential. Web management is advantageous but not essential.
- Ability to prioritise and manage multiple projects simultaneously.

#### Languages

- Fluent in both verbal and written English. French is desirable.

#### Personal qualities

- A love of travel and an ability to work independently on the road. Flexibility is a must.
- Diplomatic, team player.
- Professional attitude, understanding the importance of attention to detail.
- Ability to assimilate and impart information efficiently and accurately.
- Proactive, ability to work on own initiative and under pressure.
- A good sense of fun and humour and be a team player.
- To deal with general ad hoc correspondence.

#### What we offer....

- Competitive fees
- 20 days holiday per annum
- Support for the purchase of Private Healthcare.

**This job entails travelling extensively (up to 30 weeks and beyond if necessary) during the year. For this reason, the successful candidate must be based in one of the city airport hubs within the Oceania region: (Brisbane, Auckland, Melbourne, Fiji, etc.) as agreed by the ITF.**

#### To apply....

Please submit a Covering Letter and CV to [jobs@itftennis.com](mailto:jobs@itftennis.com) stating **ITF Development Officer, Pacific Oceania** in the subject line of the email.

The application deadline is 22<sup>nd</sup> March 2024.

*Due to the high volume of application's, we receive we are unable to respond individually to candidates, therefore only successful candidates will be contacted for an interview. Please note that interviews may be conducted via video call.*

*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 for 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.*