



**POSITION:** Participation Coordinator  
**POSITION TYPE:** Permanent full-time  
**REPORTS TO:** Head of Participation and Coaching  
**LOCATION:** Auckland

**DATE ESTABLISHED:** August 2020

## TENNIS NEW ZEALAND MISSION

To lead the sustainable growth of Tennis in New Zealand and ensure success on the international stage.

## POSITION PURPOSE

The Participation Coordinator is responsible for supporting the delivery and growth of Tennis NZ national programmes (Tennis Hot Shots, Cardio Tennis and Tennis Xpress), and coach education courses which suit the needs of our participants, clubs, volunteers and coaches.

## KEY RELATIONSHIPS

- All Association and Region staff
- Sponsors
- Tennis Australia staff
- Regional Sports Trusts
- Tennis Club administrators
- Coaches and Coach Developers
- Parent and player groups

## MAIN RESPONSIBILITIES

### National Programmes

- Coordinate delivery of physical kit to clubs, coaches and players as required
- First point of contact for clubs and coaches with programme enquiries
- Create regular programme newsletter content
- Website, social media content and online resource library management
- Process programme registrations – including payment, police vets, qualification checks etc
- Promote nationwide events and tournaments using online calendar software
- Provide other activation support as required – e.g. Kids on Court at ASB Classic
- Collect and collate participation programme information & annual participation numbers for reporting purposes

### Coach Development

- Nationwide course and calendar coordination
- Assist with coordination of annual coaches' conference and workshops
- Coach Database management

### Additional duties

- Provide any other additional support to the Participation and Coaching departments when required

## PERSONAL SPECIFICATIONS

### KNOWLEDGE AND EXPERIENCE

- Knowledge of how sports clubs operate
- Knowledge of professional development for coaches
- Basic understanding of the Tennis Hot Shots, Cardio Tennis and Tennis Xpress programmes
- Experience in event/project management or support
- Competent in using the Microsoft office suite programmes (Outlook, Word, Excel, PowerPoint)

### PERSONAL ATTRIBUTES

- Have a keen interest in all aspects of tennis
- Be friendly and approachable
- Be able to communicate with a wide range of people both verbally and in writing
- Be a team player committed to a 'win-win' way of working with people
- Have a high attention to detail
- Organised and can manage a number of projects at one time
- Have high standards and take pride in the work you produce
- Eager to take ownership and be held responsible
- A natural tendency to support others

### QUALIFICATIONS

#### ESSENTIAL:

- Full Driver License
- Must be legally entitled to work in New Zealand

#### PREFERRED:

- Relevant Tertiary qualification (Sports Management, Business, Communications)

### DIRECT REPORTS

- None

Tennis NZ is looking for a new Participation Coordinator to support the delivery of national participation programmes, and coach development. This is a critical administrative role, with a good balance of work that will get you away from the desk and supporting some events, conferences and activations. It helps if you have an interest in tennis, but you definitely don't need a playing or coaching background. You will be supporting 2 or 3 of the Participation Team, helping to keep the cogs turning so that key elements of tennis in NZ run smoothly and efficiently. The role is weighted slightly towards coach development support, so you'll probably find yourself spending 60% of your time supporting that department. There will also be an opportunity for you to take on some individual responsibilities that support the positive culture of the team at Tennis NZ.

Tennis NZ is a family friendly employer with a great team culture. We welcome and appreciate diversity in our team. This role will be based at Head Office in Auckland, and Tennis NZ have a flexible approach to remote working.

### **HOW TO APPLY**

If you think you're the right person for this role, please tell us why. Send your CV and cover letter/introduction email to [jenny@tennis.kiwi](mailto:jenny@tennis.kiwi)

Interviews will be held on Monday 24<sup>th</sup> August and successful interview candidates will be informed by end of business Wednesday 19<sup>th</sup> August. Interviews will be held at AUT Millennium, North Shore or online if required.

Applications close midnight Sunday 16<sup>th</sup> August.