

## **Middlesex Tennis County Competition Coordinator Job Description**

### **1. Background**

Middlesex Tennis takes responsibility for the administration and development of tennis throughout the County, from those just thinking of taking up the game to tournament players of all levels. The County Association affiliates to the LTA and upholds their rules and regulations. We work closely with the LTA to implement their vision of 'Tennis Opened Up' and support their mission to transform communities through tennis to make tennis welcoming, enjoyable and inspiring to everyone.

The Middlesex Tennis Management Board is comprised of a group of volunteer Trustees, all of whom have a particular interest in tennis and specialist skills relevant to the organisation and its work. We constantly strive to improve and broaden the services we offer so that we give support and service of the highest quality to all those involved with tennis in the County.

Middlesex Tennis has a small team of salaried individuals that work with the Middlesex Tennis Trustees and other volunteers. We are looking for a diligent and motivated individual to assist the team and Trustees in coordinating the delivery and promotion of key competitions within the County. This role will be home based with some travel across the County for competitions, meetings and events, where required.

### **2. Why Join Us**

- Work within a passionate and supportive team of staff and trustees dedicated to tennis development.
- Take advantage of our newly achieved charitable status to help develop tennis in Middlesex.
- Flexibility to role and working hours can be considered.
- We actively invite applications from all candidates who meet the criteria and can work in the UK.
- We commit that everyone will receive equal consideration irrespective of your ethnicity, religion, sex, gender reassignment, sexual orientation, age, any disability, marital or civil partnership status, and pregnancy or maternity status.
- We particularly welcome applications from:
  - People from ethnically diverse communities
  - Deaf and disabled people
  - Members of the LGBTQ+ community
  - People with lived experience of the UK's many and varied communities

If you are passionate about tennis and have experience and knowledge of competitions, we want to hear from you.

If you would like to know more about the role, please contact Andrew Lewandowski (Middlesex Tennis Manager) on 07971 141339 or [andrew.lewandowski@middlesextennis.org.uk](mailto:andrew.lewandowski@middlesextennis.org.uk).

### 3. Details

<b>Job Title:</b>	Middlesex Tennis Competitions Coordinator
<b>Salary:</b>	Competitive depending on experience
<b>Contract:</b>	Permanent
<b>Hours:</b>	3-5 days per week, involving some evening and weekend work
<b>Location:</b>	Remote working with some travel across the county
<b>Provisional Interview Date:</b>	22 <sup>nd</sup> July 2025

### 4. How to Apply

To apply, please email your CV together with a covering letter detailing your suitability for the role to the Middlesex County Office [county.office@middlesextennis.org.uk](mailto:county.office@middlesextennis.org.uk) by midnight on 7<sup>th</sup> July 2025.

### 5. Role

The Competition Coordinator will lead the delivery and promotion of key competitions within the County. They will support all County Cup Teams and will work with County & District League organisers to ensure leagues are LTA Approved and record results for World Tennis Number.

As well as directly supporting the County to effectively deliver the core activities, this role will also work closely with various LTA teams as appropriate.

#### Specific Responsibilities

##### **Inter Club**

- Deliver on relevant sections of the County Strategic Plan
- Organise and lead on the delivery of all Middlesex Competitions:
  - Middlesex Summer and Winter Cup Competitions
  - Winter Floodlit Competition
  - Middlesex Postal Competition
  - Summer League – manage and oversee the volunteer roles
  - Seniors and midweek leagues – manage and oversee the volunteer roles
  - LTA National League - increase the entry numbers across both the summer and winter season
- Review current Middlesex competitions and research and identify further opportunity for inter club competition for all players.
- Set up competition forums to review and plan future competition delivery for all players.
- Be the competition expert within the County to include overseeing the Competition Management System and the ITF World Tennis Number (WTN) process.

##### **Intra Club**

- Devise a framework for Middlesex venues for intra club competitions and advise and support all venues to deliver quality competitions for the benefit of their communities
- Encourage venues to submit results from internal competitions using LTA Competition Tools (Box League Manager, Results Manager, TTP) so results can be processed for WTN.

- Support venues to promote WTN self-submission of results to the players at their venue.
- Work with coaches and coach education providers to devise a range of approaches to embed competition into their lessons and their delivery of general club programmes.

### **County Competitions**

- Act as/or work with the Tournament Director to manage the administration and delivery of the County Championships working with the host venue and officials.
- Act as County Organiser for LTA competitions including Grade 3 – 5 competitions.
- Commission competition entrepreneurs to develop appropriate circuit and tour.
- Oversee the performance pathway competition calendar from 8u – 18u.
- In liaison with the Middlesex Tennis Inclusive Tennis and Padel Lead develop a year-round offer of inclusion and disability competitions.
- Play Your Way to Wimbledon County Finals - act as Tournament Director to manage the administration and delivery of the Play Your Way to Wimbledon County Finals working with the host venue and officials.
- LTA Youth Schools Year 7/8 & Year 9/10 competitions - support the set-up, delivery and local promotion.
- LTA Youth Matchplay - encourage the delivery of LTA Youth Matchplay competitions by coordinating and administering a programme of events, including recruiting and supporting coaches and competition organisers to deliver these events.

### **Work Force**

Establish a workforce recruitment and development plan to deliver the Competition Plan for 2026-2028:

- Recruit and support the relevant competition support roles.
- Monitor the activity of the volunteers, provide role outlines and regularly review them.
- Encourage people to join the LTA Officiating Licence Scheme either as Competition Organisers, Court Supervisors or Referees.

### **Communications**

- Promote the County Competition Calendar via social media and email communications to key stakeholders.

## **6. Person Specification**

- Knowledge and understanding of the tennis competitions framework.
- Knowledge and understanding of the local and regional competition landscape and participation base.
- Effective organisation, communication, diplomacy and presentation skills.
- Knowledge of tennis and tennis club management, and of LTA direction and activities.

- Ability to work in a team and motivate others.
- Experience of running tournaments as an organiser and/or referee.
- A satisfactory DBS disclosure.
- Excellent IT skills and knowledge of MS Office applications and the Competition Management System.
- Knowledge of LTA Competition Software including Box League Manager, Results Manager, TTP and League Planner.
- Excellent customer service skills and experience.