Middlesex Tennis Secretary / Governance Trustee
(Voluntary position)

Background

Middlesex Tennis is the official county association and registered charity responsible for administering, promoting, and developing tennis and padel across north, west, and parts of east London.

We work to 7 strategic objectives: Performance, Competition, Governance and Finance, Engagement and Communication, Workforce, Environmental Sustainability and Equality, Diversity and Inclusion.

The County Association affiliates to the Lawn Tennis Association (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 and padel to make them welcoming, enjoyable and inspiring to everyone.

We are one of the most prominent counties in Great Britain. We are at the forefront of the sports championing inclusivity, innovation, and excellence.

The Middlesex Tennis Board comprises a group of up to 12 Trustees, all of whom have a particular interest and passion in tennis and padel and specialist skills relevant to the organisation and its work. Each Trustee has a specific role on the Board and the positions are voluntary. Middlesex Tennis has a small team of professional staff that work with the Trustees and other volunteers.

About the role

The Middlesex Tennis Secretary/Governance Trustee has a specific role on the Board. The purpose is to act as the custodian of the charity's legal compliance, structural health, and internal code of conduct, ensuring the Board operates effectively and legally. This role bridges the gap between our charitable objectives and practical board behaviour, focusing on how decisions are made, rather than just what decisions are made.

We are looking for candidates who have experience as a senior administrator who may also have a proven track record of working directly with CEOs, boards, and possibly regulators within the charitable sector. If you are working and/or have held roles as a chartered governance professional, legal professional or have experience in corporate secretariat roles this would be a bonus!

Why Join Us

- An opportunity to join a newly established and flourishing charity – as the charity seeks to consolidate by diversifying its fundraising strategy, developing its approach to padel, and working towards an evolving strategy for the 2028 to 2031 period.
- Work within a passionate and supportive team of professional staff and Trustees dedicated to tennis and padel development.
- 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.

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 by 29th November 2026. Interviews are scheduled for 7th and 8th December 2026.

Responsibilities as a Trustee

The Middlesex Tennis Secretary/Governance Trustee is part of a team of up to 12 Trustees who make up the Board. Collectively, they take legal, financial, and strategic responsibility for the Charity's operations, ensuring it delivers on its core purpose and charitable objectives.

Specific responsibilities

- Ensure Board of Trustees are notified of formal County meetings e.g. AGM, Board meetings, have the necessary meeting documentation, and are aware of any tasks or actions that the Board requires and that the Trustees have agreed to carry out.
- Ensure accurate records are kept of the business of the Association, including minutes of formal meetings e.g. Board, AGM.
- Oversee the requirements of the Charity Commission to include the production of the AGM papers, Trustees Annual Report, and the submission of accounts and all other requirements to the Charity Commission.
- Ensure the Terms of Reference for the Board and any advisory groups are reviewed annually.
- Ensure role profiles for Board Trustees, other key volunteers and professional staff are reviewed annually.
- Ensure a biennial effectiveness review of the Board takes place.
- Ensure that all legal and disciplinary matters connected with the Charity are appropriately dealt with and escalated and reported to the Board as required.
- Ensure a record of Board/Advisory Groups is maintained and monitored.
- Manage Board compliance around succession planning, monitoring terms served by Trustees and provide timely notification of requirements for Trustees seeking re-election.
- Assist in the allocation and management of event tickets to Board members and Key Volunteers.

Key relationships

- Board Trustees.
- Key volunteers and professional staff.
- County Secretary/Governance Leads from other counties through the LTA Area Volunteer Forums.
- The Charity Commission.

Skills and knowledge

In addition to the experience outlined in 'About the role' – above:

- Recognised skills in governance and document preparation.
- Effective organisation, communication, diplomacy and presentation skills.
- Knowledge of tennis and padel, and venue management, and of LTA direction and activities.
- Ability to work in a team and motivate others.

Time commitment

As this is a voluntary role, we understand that the postholder will have other commitments and responsibilities. Ideally, the successful candidate will commit 2-5 hours per week to the role and will attend up to 8 in-person meetings per year.

Responsible to: The Middlesex Tennis Chair

Term of Office: We are looking for a high-quality candidate who will serve a minimum of 2 years. Please note there is a 9-year term limit on all trustee roles in Middlesex Tennis, in line with the LTA County and Island Governance Framework, and UK Code for Sports Governance.