

Job Title: Parks Tennis Administrator for We Do Tennis C.I.C.

Summary:-

The Parks Tennis Administrator is responsible for the administration and promotion of our park tennis network. This role involves overseeing enquiries, court bookings, programme coordination, marketing and customer service to ensure a positive experience for all users.

What we are looking for:-

A person that is passionate about organising things and administration. We want somebody that loves sport in general (loving tennis would be a bonus but not essential).

Key Responsibilities:-

- Work closely with the Head of Parks, regional park leads and park coaches to maximise all opportunities across all of our park network including:-
 - Annual Passes
 - Pay & Play bookings
 - Coaching programmes
 - Barclays Free Parks Tennis
 - Barclays Big Tennis Weekends
 - Barclays Local Tennis Leagues
 - Community group usage
- Respond to customer enquiries, feedback, and complaints in a timely and professional manner
- Promote the tennis facilities through marketing, social media, email campaigns, outreach, and community engagement efforts
- Work closely with our Club administrator to ensure a consistent approach and cover of hours across the week

About You:-

- Passion for sport - Knowledge and interest of tennis is desirable
- Strong organisational and multitasking skills with attention to detail
- Excellent communication, customer service, and interpersonal abilities
- Proficiency in Microsoft Office
- Ability to work independently and as part of a team in a dynamic environment
- Must be able to work a range of shifts throughout the week, including some evenings and weekends
- Good face to face communication skills
- Ability to manage own time effectively



About the Role:-

- Full time (40 hours) per week
- £25,500 to £26,500 based on experience
- Can be home based (ideally Midlands / North), or venue based dependent on your location with requirements to travel to meetings across the North and Midlands occasionally
- Will have opportunities to get out and about to help support open days and events across our park network
- Work with the Head of Parks, to help support our parks tennis network, of over 100 parks
- Pension, holidays and clothing allocation provided

About Us:-

We Do Tennis C.I.C. is dedicated to enhancing the tennis experience across the UK, focusing on both the development of players and the improvement of club operations and coaches. We are a not-for-profit Community Interest Company and one of the LTA's national operators, helping support venues, coaches and players.

Our Mission at We Do Tennis, our aim is to make tennis accessible and enjoyable for everyone

Community and Venue Support: We support venues by providing solutions to move their operation to the next level

Park Tennis: With an extensive and growing network, we want to bring tennis to the local communities surrounding the parks

Inclusivity and Accessibility: We believe in making tennis a sport for all. Our initiatives are designed to be inclusive, ensuring that tennis is accessible to people from diverse backgrounds, abilities, and ages. We are committed to breaking down barriers to participation, promoting health, fitness, and social interaction through tennis.

Sustainability: As a C.I.C. our profits are reinvested into promoting tennis and community well-being. This commitment helps us grow the sport at the grassroots level, supporting local venues and initiatives that might otherwise struggle to thrive.

Want to make a difference in tennis, then get in touch for a chat?

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