

Vacancy – Durham & Cleveland County LTA

Part Time Administrator

June 2021

Durham & Cleveland County LTA works closely with the national LTA governing body and North region colleagues. Our purpose is to deliver and grow tennis throughout our County. We are looking to recruit a part-time Administrator on a self-employed basis. The county office is based in Sunderland Tennis Centre, Silksworth. However, the role will largely be undertaken from home with some hours in the office when required. Attendance will be required at D&CLTA AGM and Executive Committee meetings (approx.7 per year).

The Administrator will undertake a varied role, responsible for the following areas of work, among others –

- Providing support for County officials
- Providing administrative support for County Cups and County Tournaments, working closely with our County Performance Coach & Junior Age Group Captains
- Assisting with our annual County awards event
- Maintaining a central database, including safeguarding procedures and related record keeping
- County website maintenance (Wordpress) and supporting social media activity
- Responding to day-to-day queries and contacts when often you will be the first point of contact

The successful applicant will have the following skills as a minimum requirement:

- Good understanding of the local tennis environment
- Full appreciation of the importance of maintaining high standards of safeguarding and importance of confidentiality
- Good IT skills
- Good administrative and organisation skills
- Good communication skills
- Ability to work independently

This role is an annualised hours contract of 312 hours, approx. 6 hours per week, but the working pattern will vary throughout the year.

If you would like to know more about the role, please contact John Schofield, County President, at jlschofield@ntlworld.com

To apply please email your CV together with a covering letter detailing why you would be suitable for the role to John Schofield, County President at jlschofield@ntlworld.com.

The closing date for applications is Monday, 28th June. Interviews will be held from 7th July.