



## **JOB DESCRIPTION**

**JOB TITLE: ITF DEVELOPMENT OFFICER FOR PACIFIC OCEANIA**

**REPORTING TO: FRANK COURAUD, DEVELOPMENT PROJECTS ADMINISTRATOR AT THE ITF OFFICE IN LONDON**

**And for some specific projects with the EXECUTIVE OFFICER, OCEANIA TENNIS FEDERATION**

The region to be covered: All member nations of the ITF and OTF. As major voting members of ITF, Australia and New Zealand are not eligible for ITF Development Assistance which is provided to the other members (Pacific Oceania) of the Oceania Tennis Federation, but the DO is encouraged to liaise with Development Officers in these major nations where appropriate.

### **Development responsibilities**

#### **ITF Development Programme**

1. Organizing and implementing existing projects which form part of the ITF/OTF Development Programme in the Pacific Oceania
2. Advising on ITF assistance (funds and resource material) to national associations in the region (e.g. equipment, travel grants, facility grants, Junior Tennis Initiative, coaches education programmes).
3. Evaluating and monitoring the use of funds and resources allocated to the national associations for various programmes and the success of these programmes.
4. During regular visits to member nations, advise on ways to upgrade the administrative levels in those countries (general administration, development and review of National Association Long Term (5 Year) Plan).
5. Encouraging nations to upgrade their facilities.
6. Organize in advance effective visits to Nations in the region.
7. Prepare and submit budgets for specific projects as necessary.
8. Promoting and developing the ITF Tennis Schools Program currently operating as the ANZ Tennis in Schools Program within PO.

9. Providing feedback and assistance to other ITF Departments and to the Oceania Tennis Federation.
10. Providing feedback and assistance whenever necessary regarding development of Wheelchair Tennis in the Pacific Oceania (in consultation with the ITF Wheelchair department in London).
11. Provide regular reports to the ITF office in London and to OTF if appropriate
12. Undertake any other task that the ITF sees as important for the Development of Tennis in the Pacific Oceania

#### Coaches Education

1. Assisting nations with establishing their own Coaches Education systems.
2. Conducting and / or coordinating any ITF courses e.g. ITF Play Tennis Course, Level I and Level II Coaches and Tutor's courses that might take place in the region.

#### Junior Development

1. Overseeing the ITF/OTF training centre in the region.
2. Establishing and monitoring the ITF Junior Tennis Initiative in participating nations and oversee quarterly JTI report
3. Promoting the Play+Stay campaign as well as the supporting programs such as Tennis 10s – tennis for 10 and under players using slower balls on scaled courts
4. Coordinating the Pacific Oceania Junior Championships (POJC) and its qualifying in West, East and South region.
5. Coordinating the Oceania Junior Championships (OCJC), the ITF Junior circuits that take place in the region (e.g. 12 & U, 18 & U) when appropriate.
6. Coordinating the ITF / OTF Junior Teams in the region and assisting with the selection of Pacific Oceania players onto ITF International teams.
7. Tracking and advising the best juniors in the region to assist them to develop their level of play and recommending talented players for ITF/GSDF assistance.
8. Conducting players training camps for the most promising junior players (and their coaches) in the region.
9. Travelling as a coach with teams.
10. Helping to establish new junior events in the region.

### Professional tennis

1. Assisting the calendar of professional events in the region at the entry level (e.g. Futures). (Excluding Australia and New Zealand).
2. Helping to establish new professional events in the region.
3. Promoting the ITN (International Tennis Number).
4. Acting as ITF Representative if required for official events, e.g. zonal Davis Cup / Fed Cup ties.

### Reporting

The ITF expects that the Development Officer provide the following reports on a regular basis:

- Monthly report of the training centre
- Monthly activity report
- Monthly expense reports with receipts
- 6 monthly travel schedule in advance for approval (to be submitted 2 months in advance of the period)
- JTI and yearly reports
- Produce 2 newsletters per annum
- Annual report

The Development Officer should be in regular contact with the ITF office in London. The Development Officer should also liaise closely with the OTF where necessary.

### KEY SKILLS

- Should be fluent in English (both written and spoken).
- Speaking and writing French would be a bonus.
- Good knowledge of the Pacific Oceania region
- Good knowledge and understanding of the Pacific Oceania Tennis
- Fully Qualified tennis coach (minimum ITF level 2 or equivalent)
- Good administrative skills
- Computer literate (Microsoft word, excel, Outlook Express (e-mail), internet etc)
- Good communication and presentation skills
- Ability to take initiative
- Good diplomatic skills
- Dedication
- Enthusiastic and motivated showing at all times an equally positive attitude towards all areas of development
- Ability to conduct/oversee tennis events/tournaments