

International Tennis Federation
Bank Lane, Roehampton, London SW15 5XZ
Telephone: +44 (0)20 8878 6464
Facsimile: +44 (0)20 8392 4742
Email: info@itftennis.com
Web: www.itftennis.com



MEMO

FROM: Development
DATE: 15th January 2015
NO OF PAGES: 4 (Including this one)
PLEASE REPLY TO DIRECT FAX NUMBER: (44) 20 8392 4742
OR E-MAIL AT: development@itftennis.com

Please find attached a job description for the position of ITF Development Officer for South America. Any coach interested in applying for this position, should apply in writing to the development department.

E-mail: development@itftennis.com

Applications should include a cover letter stating why you feel you would be suitable for this position and an up-to-date C.V.

Application deadline: 27^h February 2015

We intend the successful applicant to start in the position during the month of May 2015.

Thank you.



JOB DESCRIPTION

JOB TITLE: ITF DEVELOPMENT OFFICER FOR SOUTH AMERICA

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

Development responsibilities

ITF Development Programme

1. Organizing and implementing existing projects which form part of the ITF/COSAT Development Programme in South America
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. Advising on ways to upgrade the administrative levels in those countries (general administration, development and review of National Association Long Term (National) Plan.
5. Encouraging nations to upgrade their facilities.
6. Organizing in advance effective development visits to Nations in the region.
7. Preparing and submitting budgets for specific projects as necessary.
8. Promoting and developing the ITF Tennis Junior Tennis Initiative Program.
9. Providing feedback and assistance to other ITF Departments and to COSAT.
10. Providing feedback and assistance whenever necessary regarding development of Wheelchair Tennis in South America (in consultation with the ITF Wheelchair department in London).
11. Undertaking any other task that the ITF sees as important for the Development of Tennis in South America.

Coaches Education

1. Assisting nations to establish 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.
3. Setting up in conjunction with COSAT the regional coaches conference.

Junior Development

1. Establishing and monitoring the ITF Junior Tennis Initiative in participating nations and oversee quarterly JTI report
2. Promoting the Play+Stay campaign as well as the supporting programs:
 - a. Tennis 10s – tennis for 10 and under players using slower balls on scaled courts
 - b. Tennis Xpress, adult program using slower balls on scaled courts
 - c. The ITN (International Tennis Number).
3. Coordinating funded Development competition as appropriate
4. Coordinating the ITF / COSAT Junior Teams in the region and assisting as necessary COSAT with the South American players onto ITF European teams.
5. 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
6. Conducting players training camps for the most promising junior players (and their coaches) in the region.
7. Travelling as a coach with teams.
8. 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).
2. Helping to establish new professional events in the region.
3. Acting as ITF Representative if required for official events, e.g. zonal Davis Cup / Fed Cup ties., Pre Qualifying of Junior Davis Cup, Junior Fed Cup, World Junior Tennis

Reporting

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

- Monthly activity report
- Monthly expense reports with receipts
- 4 monthly travel schedule in advance for approval (to be submitted 2 months in advance of the period)
- Produce newsletters as indicated by ITF London
- Annual report
- Reports following visits and circuits funded by the ITF/ GSDF.

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

KEY SKILLS

- Should be fluent in Spanish (both written and spoken).
- Speaking and writing in English would be a bonus.
- Good knowledge of the COSAT region
- Good knowledge and understanding of the South American region.
- 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