

Avon Tennis Competition Lead – Role Description

Purpose of the Role

To produce, maintain and deliver against an annual County Competition Plan for tennis and padel, mapping out key dates and activities, and identifying areas for improvement that will support the growth of competition in the County.

You will report to the Avon Tennis Executive committee but will be able to contribute to broader decisions about the direction and success of tennis and padel in the County.

The role will involve leading a Competitions working group who will be responsible for the delivery of the competition associated tasks.

Key Responsibilities

To organise and support all things related to competitions:

- Work with key Avon Tennis and LTA colleagues to deliver the County Competition Plan.
- Create an annual calendar of competitions.
- Lead on arrangements for existing County competitions: the Spring Tournament, County Tennis Championships, County Padel Championships, PYWTW, Team Challenge, National League, Youth League, etc.
- Keep track of how competitions are performing and suggest improvements.
- Liaise with the Workforce Development Centre to help promote training and CPD opportunities for the county competition workforce and to identify new officials.
- Recruit, support and guide officiating staff and volunteers involved in running events.
- Create and share clear role descriptions for competition volunteers.
- Regularly review feedback from officials, players and venues to spot trends and take action.
- Ensure events are run safely using LTA event guidelines.
- Maintain a knowledge of the support material available on the LTA's County Communications Hub and effectively share the information.

Key Relationships:

- Attend relevant meetings (Avon Tennis, LTA, or S & SW Area Forums).
- Attend relevant LTA Connect Webinars for updating and sharing good practice.
- Keep the Avon Tennis Executive Committee informed about any key updates or developments.
- Liaise with the Avon Tennis League Committee.
- Develop relationships with other County Competition Leads to share good practice.
- The LTA Competition's Team
- Work with the Executive Committee to:
 - Develop and review annual plans, financial budget and associated targets.
 - Allocate resources effectively (both volunteers and budget).
 - Communicate clearly with officials, clubs, players, coaches, and venues.
 - Oversee financial and commercial matters to ensure sustainability.
 - Maintain strong links with the LTA and represent local interests.
 - Share any LTA updates or new initiatives.
 - Help resolve challenges or disputes, always acting in the best interest of the sport.

Skills & Experience:

Essential

- Previous and proven administration experience working with a team, players, officials, coaches and parents.

- Knowledge of tennis/padel and venue management, and of the LTA's Competition Plan.
- Understanding of the tennis and padel competition framework.
- Understanding of the local and regional competition landscape and participation base.
- Excellent IT skills and knowledge of the LTA's Tennis Tournament Planner (TTP) and League Planner (LP) software.
- Excellent communication, organisational, inter-personal skills and ability to prioritise to meet deadlines.
- Ability to work on own initiative and as part of a team.
- Comfortable working collaboratively within a volunteer committee structure.

This role will require an LTA DBS check and completion of LTA Safeguarding training.

Time Commitment

The role will primarily be performed remotely. i.e. from home. However, attendance at meetings as well as specific competitions and events, mainly within the County, will be required.

Contract: One-year fixed term (to be reviewed at the end of the term)

Hours: 7 hours per week

Salary: £13.50 per hour

Closing Date: 6th March 2026

7 February 2026

Carol Weeks