



YORKSHIRE TENNIS

JOB DESCRIPTION; Yorkshire Tennis Ltd. (YTL) COUNTY ADMINISTRATOR

1. JOB DETAILS

Job Title: County Administrator

Reporting to: YTL Chair (and Board)

This is a self-employed, part-time position which involves working from home much of the time although there is also a need to attend a variety of meetings, usually in the evenings but also during the daytime.

2. JOB PURPOSE

To support the YTL Chair in ensuring that the Board functions in an effective and appropriate manner.

3. MAIN RESPONSIBILITIES

The main duties of this position are detailed below:

3.1 Meeting Support

- Board
- Annual General Meeting
- County, Club, Community and Schools Sub-Committee (CCCS)
- Audit and Finance Sub Committee
- Other Sub Committees as required

To support each of the above meetings by undertaking a range of preparatory actions, including booking the venues, agreeing the agendas with the Chairman, collating any supporting papers and then assembling and posting in 'Box'. (an accessible digital filing system).

To attend each of the above meetings, usually in the evenings, and take minutes.

3.2 Maintenance of Lists of Contacts

To maintain up-to-date contact lists for a variety of individuals, including the following:

- Board
- Volunteers
- Registered Club Contacts

Details held in relation to the above include names, addresses, e-mail addresses and telephone numbers.

3.3 Dealing with Day-To-Day Contacts and Queries

Responding to contacts and queries received by e-mail or telephone. Liaising with the Chair as necessary where further advice is required.

3.4 Annual Report

To provide support in relation to the production of the Association's Annual Report each year. This involves the following duties:

- Generating a timetable of deadlines to ensure that the Annual Report will be available in time for the Annual General Meeting.
- Seeking the required content by e-mail from contributors. Following up as necessary to ensure that all content is received by the required deadlines.
- Liaising with the company which produces the Annual Report to ensure that they are aware of the required deadlines. Passing all content to them by e-mail.
- Receiving the Annual Report artwork by the required deadline(s) and assisting with the proof-reading of this.
- Obtaining an electronic copy of the finished Annual Report along with any paper copies that may be required. Distributing these as necessary.

3.5 Provide Assistance to the YTL Initiative Administrator, YTL Project Administrator and YTL Tennis Administrator

To provide assistance to the YTL Initiative Administrator who:

- Manages YTL Patrons and Life Patrons
- Maintains lists of YTL Initiative Members
- Attends the Initiative Sub-Committee

To provide assistance to the YTL Project Administrator and Tennis Administrator who:

- Supports the tennis aspects of the CCCS sub-committee
- Manages the YTL website and social media
- Manages the communication plan for the YTL
- Supports the Competition, Talent ID/Performance sub-committees
- Supports the Performance programme and teams

4. CORE BEHAVIOURS, ATTRIBUTES AND SKILLS

- Strong administrative skills and good attention to detail
- Good communication and interpersonal skills
- Reliability and dependability
- Motivation and the ability to work to agreed deadlines with minimal supervision
- IT literacy. The ability to use Microsoft Office or equivalent is essential.

5. REQUIRED FACILITIES

In order to fulfil the requirements of this position, the postholder must be able to provide their own facilities:

- Laptop or PC with Microsoft Office or equivalent installed.
- Mobile telephone (one may be provided by the YTL if a need can be demonstrated).
- Printer, preferably with scanning facilities
- Own transport to attend meetings.