



Position title	Tennis Centre Manager
Reports to	Committee of Management
Direct reports	Yes
Salary range	To be negotiated depending on skills and experience
Employment type	Ongoing full time, to be worked flexibly

About Bendigo Tennis Association

The Bendigo Tennis Association (BTA) is responsible for the promotion and management of competition tennis in Bendigo. In 2022 the BTA boasts membership of nine affiliated clubs and works closely with neighbouring associations. The BTA holds the management rights to the Bendigo Regional Tennis Centre (BRTC).

About Bendigo Regional Tennis Centre

The BRTC is located in Nolan Street, Bendigo with 26 synthetic hard courts, four of which are international size, with a 400 seat grandstand, a function centre, café and pro shop. With the support of the BTA, the BRTC provides social, developmental and competitive playing opportunities along with hosting local, regional, state, national and international tennis and non-tennis events.

Purpose of this role

The Tennis Centre Manager at the BRTC is responsible for the development and onsite delivery of a range of tennis programs including the management of coaching, designed to increase participation numbers and playing standard. You will generate long term business success through quality on site programming that successfully engages and retains -players. The role will be the face of the business and associated tennis programs. The Manager will create positive relationships with and within Tennis Australia, Tennis Victoria, City of Greater Bendigo, surrounding local governments, and the broader tennis network, and position the BRTC as a community hub for sport, leisure and social tennis activities across Bendigo. The successful applicant will exercise sound management processes, documented training programs, and positive staff and stakeholder relationships. The position will play a pivotal role in improving service delivery and sales growth to ensure the development of a strong and well respected tennis brand in the greater Bendigo area.

A key focus area is the daily operations and financial management of the BRTC and the development and management of social and competition tennis and coaching to be hosted at BRTC including support of these to affiliated clubs.



This role reports directly to the BTA Committee of Management and will require out of business hours and weekend work, to be negotiated on an as needs basis.

The incumbent must be a self-starting leader with the ability to manage and grow a busy centre and provide support and advice to the voluntary Committee of Management.

Key accountabilities

- Manage tennis operations and facilities at BRTC, including growing competitions, the retail customer, coaching and meeting community expectations.
- Undertake the role and duties of Secretariat for the BTA.
- Delivering exceptional tennis competitions and tournaments.
- Identifying and delivering new tennis opportunities for tennis in our region.
- Stakeholder liaison, including Tennis Victoria, Tennis Australia, Local and State Government, the media and tennis clubs.
- Business operations and management, including sound financial management.
- Managing human resources including development of staff.
- Relationship management, marketing and communication, building BRTC to be a community venue of choice.
- Developing non-tennis events.
- Management of website and social media platforms.
- Issuing media releases as required.
- Identifying and managing risks and opportunities.
- Seeking grant and sponsorship opportunities.

Competencies, Behaviours & Attributes

- Well organised with strong attention to detail
- Willingness to be flexible in regards to work schedules and working weekends to ensure success of all programs.
- Self-starter with initiative and ability to set clear priorities and meet deadlines.
- Creativity and a passion for growing the game of tennis within a team environment.
- Ability to build strong professional working relationships with all associated individuals.
- High calibre of customer service.
- Excellent communication skills



Environmental, Health and Safety Responsibilities

- Complies with Tennis Australia's OH&S policies and procedures.
- Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace.
- Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager.
- Participates in meetings, training and other environment, health and safety activities.
- Does not wilfully place at risk the health or safety of any person in the workplace.
- Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.
- Cooperates with Tennis Australia in relation to activities taken by TA to comply with OH&S and environmental legislation.
- Participate in Return to Work Programs as required to across the organisation.

Knowledge & Skills

- Sound operational skills including on court coaching skills
- Previous exposure to sales & merchandising skills and retail management across sporting equipment
- Ability to set priorities, plan work programs and meet deadlines (essential)
- Previous experience in a management role within a sports/leisure facility
- Supervisory skills
- High level of computer literacy with databases
- Point of Sale and cash handling experience
- Highly effective organisational and skills
- Willingness to undergo further training as directed.

Qualifications

- Tertiary qualifications in a relevant field such as Business, Event or Sports Management
- TA Club Professional Coach qualification or higher desirable
- Responsible Serving of Alcohol
- Working with Children's Check
- Police Check
- First Aid
- Driver's licence.



Key selection criteria

- Demonstrated centre, facilities and staff management experience.
- Experience in delivering sports competitions including developing new competitions, fixtures and co-ordinating results.
- Demonstrated financial management skills.
- Creativity and a passion for growing the game of tennis within a team environment.
- Ability to draft clear media releases that promotes and builds excitement tennis.
- Experience developing and managing events, ideally in a community sports setting.
- Demonstrated ability to meet deadlines and thrive in a fast paced, dynamic environment with attention to detail and time management.
- Experience in developing and gaining grant applications and community sponsorship.
- Exceptional communication and stakeholder management skills.
- Experience managing digital platforms.

More information

The preferred candidate will be required to complete various pre-employment checks and will be subject to health orders as required at the time.

Salary and conditions to be negotiated with successful candidate and dependent upon skills and experience.

For more information about this role contact President BTA Barry Green 0458 394 656.

Applications close 5PM Monday 5 December 2022 via email to president@bendigotennis.com.au