



Job Title: Dorset Tennis & Padel Operations Manager

Salary: Competitive (dependent on experience)

Location: Dorset (Hybrid working with travel across the county)

Contract: Part-time (25 hours per week)

About Dorset Tennis & Padel

Dorset Tennis & Padel is the county association and registered charity responsible for growing tennis and padel across Dorset. Working with the LTA, clubs, schools, coaches, volunteers and local communities, we aim to increase participation, develop players, support venues and create opportunities for everyone to enjoy both sports.

The Role

We are looking for an experienced and motivated Operations Manager to lead the day-to-day running of Dorset Tennis & Padel and deliver on our strategic priorities.

Reporting to the Board of Trustees, you will work closely with multiple stakeholders including the LTA, clubs, venues, volunteers, coaches, schools and local partners to grow participation, strengthen programmes and ensure the organisation operates effectively and sustainably.

Key Responsibilities

- In partnership with the Board of Trustees to deliver the Dorset Tennis & Padel strategy and agreed objectives.
- Build strong relationships with clubs, venues, schools, local authorities, coaches and funding partners.
- Oversee county competitions, events, participation programmes and performance pathways.
- Support and coordinate volunteers, committees, and county team personnel.
- Manage governance, safeguarding, risk management, and operational reporting.
- Monitor budgets and support financial planning alongside the Treasurer.
- Lead communications, marketing, and stakeholder engagement.
- Identify potential volunteers, future Partners and supporters of the charity.
- Social Media (Instagram, Facebook, LinkedIn) and website engagement.
- Prepare reports for committee meetings and annual general meetings.

About You

We are looking for someone who:

- Has experience managing operations, programmes or projects within sport, charities, education or community organisations.
- Is highly organised and able to manage multiple priorities.
- Proficiency with Microsoft Office and online management systems.
- Builds strong relationships and works effectively with volunteers and stakeholders.
- Has excellent communication and leadership skills.
- Understands budgeting and financial management.
- Is passionate about participation, community engagement and health and wellbeing.
- Has a flexible approach to occasional evenings and weekend working.
- Has a FULL UK Driving License.

Desirable

- Experience in tennis, padel or another governing body sport.
- Knowledge of charity governance.
- Experience securing funding or sponsorship.
- Event management and safeguarding experience.

Success in the Role

Within the first year, you will:

- Support the key strategic priorities of the Board of Trustees.
- Increase participation in tennis and padel.
- Strengthen the quality of relationships with clubs and member venues.
- Improve volunteer engagement.
- Deliver successful competitions and events.
- Raise the profile of the charity's activities to reach more people across the county of Dorset.

Why Join Us?

This is an opportunity to make a real impact on communities across Dorset, helping more people play, compete, volunteer and thrive while shaping the future of tennis and padel in the county.

How to Apply

Please submit:

- A CV
- A covering letter (maximum two pages) explaining why you are interested in the role and how your experience meets the requirements.
- Send to secretary@dorsettennisandpadel.co.uk

Applications close: **17th August 2026**

Interviews: **w/c 24th August 2026**