



A new job opportunity as:

SECRETARY ARMY TENNIS

ARMY SPORT CONTROL

Civil Service C2 Equivalent Grade

£23,424 (Part Time)

Fixed Term 2 year Contract (to be reviewed 2023)

Applications are invited for the part time post of Secretary Army Tennis. The incumbent will be responsible for managing the delivery and promotion of Tennis in the Army, to include: organising and administering Army, Inter Corps and Army Inter unit events. They will be required to ensure registration and compliance to National Governing Body regulations and providing a focal point for the Associations, ASCB and the wider Army Chain of Command. As Fund Manager, they will also be responsible for the management of both public and non-public funds.

The applicant should ideally be a retired Army Officer of major/lieutenant colonel rank or civilian equivalent. The post requires a team builder and motivator who has a strong interest in sport, an understanding of the Army, good leadership skills along with a blend of sound judgement, tact and diplomacy. Experience in Tennis is essential. Applicants should be IT literate (MS Office), numerate and organised and be an effective communicator with an excellent command of the English Language. Experience of Charitable Law would be an advantage.

In return, we offer excellent working conditions, a friendly and lively working environment, a generous leave entitlement, access to excellent sports facilities and even free car parking! Although employed as a Crown Servant, the post is bi-analogous to the Civil Service and commands the same salary grading, plus participation in the Civil Service pension scheme.

CV's to Jgoodliff@ascb.uk.com

Closing date: Friday 5th February 2021