

HERTS TENNIS VOLUNTEER OPPORTUNITY – HONORARY SECRETARY REQUIRED MARCH 2026

(Approximately 5 hrs per week)

Are you interested in shaping the future direction of tennis and padel in Hertfordshire? Do you have great organisational skills with a background in administration? Are you passionate about volunteering? If so, then we would love to hear from you!

Herts Tennis is seeking to recruit an Honorary Secretary to the Management Committee of Herts Tennis. This is a senior and rewarding role and is an opportunity to work with the wider Committee in delivering and evolving the strategy of Herts Tennis to meet our mission to Open Tennis Up, making it relevant, accessible, welcoming and enjoyable to all.

The purpose of this voluntary role is:

- To ensure effective and relevant communication to the Management Committee and all key stakeholders and to ensure that the interests of the County are being represented.
- To arrange, plan and administer meetings of the HMC and AGM, ensuring all Management Committee Members have the necessary meeting documentation and ensuring members are aware of any tasks or actions that HMC requires.
- To accurately document and prepare HMC/AGM Meeting Agendas, Minutes, Reports, Resolutions, Action Log and maintain the Conflict of Interest policy.
- To attend relevant formal meetings of the Association, relevant sub-committees, LTA or LTA Area Volunteer Forums.
- To work together with the Office Manager to be a point of contact for the Association / Management Committee and to organise County events and presentations.
- To agree to be appointed as a Director of Hertfordshire LTA Ltd for the term of office, should that be necessary to meet the terms of the Articles of Association of the company.

Herts Tennis is a member organisation of the LTA and plays an important role in delivering local opportunities to play tennis and padel. We are committed to safeguarding and inclusion practices that reflect our statutory responsibilities, Government and LTA Guidance and best practice requirements. We promote safe and inclusive tennis where activities are open and accessible, free of discrimination and we want our sport – and Herts Tennis – to reflect the diversity of the community around us.

We operate a safe and inclusive recruitment policy and are happy to consider any reasonable adjustments that candidates may need during the recruitment process. Face to face interviews for the role are expected to take place from 24 November – 13 December 2025.

For more information, including a full role description and an application form, please contact Helen Elliott, Honorary Secretary, Herts Tennis, at honsec@hertstennis.co.uk Applications close on Friday 21 November 2025.