

Position: Director of Player Development

Job Description

A. Strategic Leadership & Program Development

- To develop a sustainable system and strategy to develop tennis players.
- To oversee the HKCTA training programs, including the design, planning, implementation, and evaluation of the programs in line with the competition aims and strategies of HKCTA.
- To lead the HKCTA national program and manage/administer the HKCTA player development programs, and a wide range of other tennis programs tailored to different groups (e.g., National Training Squad, Elite Development, grassroots).
- To create systematic opportunities for talent to emerge through related programs.
- To ensure that all scientific, medical, and other athlete support services are fully utilised and integrated into the HKCTA training programs to enhance elite training outcomes.

B. Coaching, Team & Athlete Management

- To manage, oversee, and evaluate the performances of HKCTA tennis coaches (full-time and part-time).
- To foster and build a positive, collaborative team culture among coaches, staff, and athletes, promoting a unified approach to player development.
- To ensure training sessions are effective, efficient, and methodology is consistent across all locations.
- To contribute to the development of coaches through continued education and research of the latest coaching methodology.
- To mentor players and develop individual programs and tournament plans (through coaches), including the specific monitoring and support of Hong Kong players receiving coaching or studying overseas to maximise their development and readiness for representative honours.
- To communicate effectively with players and parents regarding training, tournaments, and appointments with support services.
- To address disciplinary issues with athletes.
- To monitor and review coaches' updates on target athletes, address issues that require attention, and report to management.

C. Operational & Administrative Oversight

- To manage and operate the HKCTA training programs within the annual financial budget.
- To collaborate closely with business management staff on administration, including securing funding for programs and individual players.
- Review and approve players' tournament schedules and funding for overseas tournaments.
- Order all necessary equipment for local training and overseas travel.
- Manage coaches' schedules and leave requests.
- Assist in the performance appraisals process for coaches.

D. Monitoring, Reporting & Review

- Review daily, weekly and monthly attendance and training logs.
- Review reports from coaches and issue quarterly reports regarding program status, progress, and action points to HKCTA's management.
- Review all post-competition players' reports.
- Work with coaches and staff regarding athletes' issues (discipline, performance reviews, schedules, progress reports, budgets, etc.).

E. Stakeholder Engagement & Collaboration

- To report to the HKCTA Council, relevant committee(s), the Chief Executive Officer, and Chief Operating Officer.
- To ensure a positive collaborative working relationship between HKCTA and Hong Kong Sports Institute.
- To provide professional and technical oversight of the HKCTA tennis facilities.
- Monitor tennis facilities' needs and liaise with related departments.
- To advise on the use of the latest technology and tennis facilities/equipment for training purposes.

F. Representation & Additional Duties

- Travel to major international and national events with key players and teams.
- To contribute to in-house and general media publications as requested.
- To contribute to the enhancement of the professional image of the HKCTA.
- Work on management issues as required (troubleshoot specific issues when requested).
- To perform any other duties as assigned by the HKCTA Council and/or senior staff.

Requirements

1. Qualifications & Certifications

- Holder of an internationally recognised or national-level tennis coaching certificate.
- Proficient in Microsoft Office applications.

2. Experience & Track Record

- Minimum of 15 years of proven experience and a distinguished track record in high-performance tennis coaching at the international level.
- Demonstrable experience in the planning, administration, and strategic oversight of comprehensive tennis development programs.
- Specific experience in developing Asian tennis players, with a proven history of producing players who compete successfully in top-tier international competitions.
- Prior experience working within a national sports federation or similar high-performance sporting environment is highly desirable.
- Experience in effective administration, data analysis, and utilising insights for program evaluation and improvement.

3. Skills & Competencies

- Exceptional ability to lead, mentor, and manage a large, diverse team of coaches and staff. Effective in fostering a high-performance, collaborative team culture.
- Outstanding written and oral communication skills in English. Outgoing, self-driven, and adept at building strong, productive relationships with coaches, athletes, parents, staff, and key stakeholders within the tennis community.
- Strong capability in program administration, strategic planning, and using data-driven analysis to inform decisions and report on program progress.

4. Knowledge

- In-depth understanding of long-term athlete development models and modern coaching methodologies.
- Knowledge of anti-doping regulations, child protection policies, and principles of equal opportunity and safe sport is a distinct advantage.



Application Method

Interested candidates should submit a detailed CV to info@tennishk.org with the subject line: "Application for Director of Player Development".

All applications will be treated in the strictest confidence. Personal data provided will be used solely for recruitment and employment-related purposes.

Application Deadline: 12 February 2026