HONG KONG, CHINA TENNIS ASSOCIATION 中國香港網球總會

Job Opening: Full-Time Coach

The Hong Kong, China Tennis Association ("HKCTA") is seeking a high caliber Tennis Coach to fulfill the job vacancies, including the title of Performance Coach or Development Coach. We are dedicated to offering a competitive compensation package to valued candidate.

Key Responsibilities

The Full-Time Coach has the responsibility of coaching a designated group of players. Reporting to the Director of Player Development, the Head of Performance or Development, Leader and Deputy Leader of the National Training Regional Squad and Senior Sports Executive ("the delegates").

This is a role that has both on-court and off-court responsibilities. In addition to on-court coaching, it also includes administrative duties, tournament support responsibilities and international travel. The primary responsibilities are as follows:

1. Helping design, plan, co-ordinate and implement training programs for the group of athletes assigned to you, and to ensure that these athletes are receiving the best possible and most effective training;

2. Overseeing, leading and managing the NTS program and the Elite Development program with the strategic missions of producing world class tennis training programs and high-quality tennis players;

3. Maintaining or increasing player numbers in these programs, and maintaining good relationships with parents and other coaches in the program;

4. Collaborating with the HKCTA Director of Players Development and the delegates to implement new ideas and improvements;

5. Assisting the HKCTA Director of Players Development and the delegates in designing, planning, coordinating and implementing training programs, including programs for the National Training Squad, NTS Futures, Elite Development, Junior Squads, the Corporate training programs, the programs through open enrolment, and other programs as may, from time to time, be undertaken by the HKCTA;

6. Evaluation of, and reporting on, the progress of players under your care in relation to their respective defined targets, and ensuring (along with other relevant HKCTA coaches) that the necessary action is taken to improve their performance;

7. Assisting the HKCTA Director of Players Development and the delegates in the coordination, planning and implementation of supplementary activities such as coach workshops, educational seminars, sport conferences, competitions and road shows of the HKCTA;

8. Assisting the HKCTA Director of Players Development and the delegates in developing programs, courses and clinics for the training of coaches to ensure that the standard of coaches registered under the HKCTA is up to international standard;

9. Supervising and upholding the standard of the assistant part-time coaches, employed by the HKCTA, working with you;

10. Appraising peer performance;

11. Travelling with players in the National Training Squad, NTS Futures and the Elite Development Program, to overseas tournaments. Preparing reports and financial statements for these events within 7 days of return;

12. Attending office and coach meetings when directed;

13. Carrying out any other duties as may, from time to time, be assigned by the Director of Players Development and the delegates, the Chief Executive Officer and/or the Committees and the Council of the HKCTA;

14. Attending national team events to support Hong Kong tennis and to support your players and other players in HKCTA programs playing at local events;

15. As a coach employed by the HKCTA you will be required to become a HKCTA licensed coach and to ensure that the license is maintained;

16. The HKCTA will, if considered appropriate for your coaching advancement, arrange for you to attend international or local coaching courses/seminars during the year;

17. As well as all the above we expect you to support all the programs of the HKCTA, help grow the game within the HKCTA and exhibit a high level of motivation, honesty and pride in your work.

18. Abide by the HKCTA Code of Conduct.

Person specification

1. Knowledge and understanding of and commitment of tennis.

2. Knowledge and understanding of how to engage and communicate and motivate tennis players of all ages, and parents and committee members.

3. Knowledge and understanding of H&S and Child Protection.

4. Ability to communicate effectively both verbally and in writing.

5. Ability to work effectively in a team.

6. Good understanding of international standards of junior / adult players.

7. Highly motivated and enthusiastic.

Essential requirements

1. A recognized international tennis qualification.

2. Valid HKCTA Coaching Licence (can assist application if not yet licensed).

3. Relevant Coaching Experience.

4. Excellent communication skills.

5. Computer skills.

Interested candidates please email your resume and expected salary to info@tennishk.org **on or before 30 November 2026**. Please indicate on the subject of the email “Application for Full-Time Coach”.

Applicants who are not invited for interview within three months may consider them applications unsuccessful. All applications will be treated in the strictest confidence. Personal Data provided by appointees will be used strictly for recruitment and other employment-related purposes only.