## Ballot Administrator Role Description

### Overview of the role

The Ballot Administrator is responsible for allocating the Wimbledon tickets assigned to your registered venue each year.

**What the role involves**

Exact responsibilities will be agreed but will likely include:

* Being the main point of contact for members and the LTA in relation to Wimbledon tickets
* Agreeing the best system to run the ballot for your membership, either online or a manual, paper-based system
* Ensuring compliance with the LTA ballot guidelines
* Distributing online or by printed form an application form for members to ask if they would like to be part of the ballot
* Collecting all applications and selecting winners together with the chair, secretary or appointed management committee representative
* Notifying members who are successful and assign tickets to them online
* Re-allocating returned tickets to members

**Skills and experiences needed for the role**

* Good personal skills – being approachable and friendly
* Good IT and communication skills
* Good organisation skills and good attention to detail
* Having integrity – following processes and systems fairly

**Training and support available**

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

**Commitments**

* As a guidance, this role is likely to take an average of [ ] hours per week during the ballot period (March-May)

**Further Information**

* This role does not require a DBS check