# Programme & Property Strategy Coordinator – FTC February 2027 until March 2028

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| **Responsible to** | **Head of Programme and Property Strategy and Foundation Development** |
| **Location** | **National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ** |
| **Salary** | **Up to £30,160 per annum pro rata depending on experience** |
| **Contract Type** | **This is a fixed term contract from 10th February 2027 until 1st March 2028** |

## About the Role

The LTA's vision is 'Tennis Opened Up' and its mission is the transform communities through tennis by making it welcoming, enjoyable and inspiring to everyone. We have a similar approach to developing and promoting padel, one of the fastest growing sports in Britain.

Working with the Head of Programme & Property Strategy & Foundation Development, this exciting role supports two important functions in the business. The Programme Strategy team identifies opportunities and challenges from our insight to develop programmes to support participation growth and retention within key audience groups as well as an ongoing review, development and scaling of our existing programmes. The Property Strategy Team leads on our capital investment programmes to increase the number of playing hours available for tennis and padel, the provision of technical guidance, demand modelling and planning matters.

## Our Support to You

When applying for our roles, you will be asked as part of our application process if you require any adjustments or support during the recruitment process. Adjustments could include extra time for assessments, interview questions in advance, alternative formats for materials or wheelchair access. Any information you provide will be treated in confidence and only used to make sure you have the best possible experience with us.

## Key Accountabilities

**Programmes:**

- Provide administration and co-ordination support to the Programme Strategy Team around existing programmes such as FAGE LTA Youth and our suite of adult programmes to support adult participation.
- Provide project and developmental support to FAGE LTA Youth (aligned to the 5yr Strategic Plan) and new adult programmes, leading on certain aspects including the production of resources and training materials.

- Provide specific administration and co-ordination support to the FAGE LTA Youth Schools programme, including, but not limited to: teacher training, tutor contracts and training, voucher scheme, SGO payments, tutor contracts and training and trade conference exhibitions.
- Provide administration and co-ordination support to the Property Investment Team, particularly around the Facility Loan Scheme including, but not limited to: the preparation of award agreements, processing payments, shared inbox management and the preparation of reports.
- Provide a level of ad-hoc administration and co-ordination support to the Head of Programme & Property Strategy & Foundation Development and wider team.

## Person Specification

*Previous Experience of:*

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| Coordinating customer facing programmes in a sporting environment. | *Essential* |
| Managing programme budgets, processing invoices and monthly reporting. | *Essential* |
| Previous and proven administration experience in a customer facing environment. | *Essential* |
| Experience of event and meeting coordination. | *Essential* |
| Evidence of well-developed communication skills and able to liaise and communicate with people at all levels with a high level of diplomacy and professionalism. | *Essential* |
| Demonstrable track record of successfully coordinating a broad range of projects, with an ability to stay calm under pressure. | *Essential* |
| Skilled in prioritising complex tasks to meet deadlines. | *Essential* |
| Working in a multi-stakeholder environment with experience of coordinating project deliverables. | *Essential* |
| Experience of working with suppliers to set clear deliverables and hold to account. | *Essential* |

## Personal Attributes (Our Values)

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| ***Inclusion*** | • I make people feel welcome.<br>• I recognise the power of our differences.<br>• I create a safe environment. |
| ***Teamwork*** | • I collaborate well across teams.<br>• I actively listen to others.<br>• I actively offer to help others. |
| ***Integrity*** | • I act with honesty and respect.<br>• I take responsibility for my actions.<br>• I am dependable. |
| ***Passion*** | • I approach things with a positive mindset.<br>• I motivate and energise others.<br>• I take pride in my work. |
| ***Excellence*** | • I am ambitious and want to exceed expectations.<br>• I want to learn more to improve.<br>• I am adaptable to change. |

## Life at the LTA

The LTA, through its vision 'Tennis Opened Up', is committed to creating an inclusive environment where all colleagues feel included and a strong sense of belonging. We particularly welcome applications from people from ethnically diverse communities, deaf and disabled people, members of the LGBTQ+ community and people with lived experience of the UK's many and varied communities.

Read some of our colleague testimonials below and find out more about our LTA benefits here

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*"As a new mum, I've appreciated the LTA's newly enhanced benefits, which have supported me during maternity leave and in my return to work. In total, I have been with the LTA for four years and love the diversity of my role."*

*"Everyone's respected in terms of the culture, ethnicity, and the background, so you don't feel inequal in any capacity. I remember how supportive my team had been during Ramadan, being fully understanding of its requirements and flexible with my work schedule."*

*"As a new starter at the LTA, my experience has been overwhelmingly positive. Being a tennis fan, I was excited to join the organisation, and from day one, I've been impressed by everyone's dedication to our mission of 'Tennis Opened Up', as well as promoting diversity, inclusion, and sustainability."*

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