

Investment Manager – Property & LTA Tennis Foundation

**Responsible to** **Property Investment Lead (& Head of Foundation Development)**

**Location** **National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ**

**Salary** **Up to £47,250 per annum depending on experience**

## About the Role

The LTA’s vision is ‘Tennis Opened Up’, and our mission is to transform communities through tennis, focusing on three areas – making tennis welcoming, enjoyable and inspiring to everyone.   The LTA Tennis Foundation shares this vision, with a distinct mission to improve lives through tennis and this exciting new, role will work across both organisations.

Within the LTA Programme & Property Strategy Team, this role is critical to the delivery of the LTA’s capital investment programme, which partners with venues and organisations looking to enhance their tennis and padel facilities. Working with the Property Investment Lead, you will support the delivery of LTA Quick Access Loan (capital) funding applications. You will assess business plans and project cashflows submitted by applicants to ensure the ongoing sustainability and viability of venues and the ability to repay any loan, whilst ensuring the appropriate technical information is provided. You will be responsible for making funding recommendations to senior LTA colleagues through the Facility Investment Panel and LTA TF trustees. In addition, and working with others, you will lead a new strand of activity to evaluate the impact of our capital investments.

On the LTA Tennis Foundation, you will manage the end-to-end development and delivery of the Grant (revenue) Making Framework, from application stage, through the assessment process and to award, payment and monitoring / evaluation stages. The Framework has already invested £2.9m into 40 third sector organisations to deliver inspiring projects which use tennis as the vehicle to improve lives and this is an exciting opportunity for an outstanding third sector grant and loan management professional to ensure we operate with excellence and help us better understand our collective impact and become the best funder we can possibly be.

## Key Accountabilities

**Property:**

* Support the delivery of the Quick Access Loan scheme and strategic indoor projects, including but not limited to:
	+ Assessing applications, including business plans and cashflows, to determine the financial viability of projects and the ability to repay any loan, to protect our investment.
	+ Ensuring projects recommended for funding have challenging but achievable participation growth targets to engage more people in tennis and padel.
	+ Preparing and presenting recommendations to senior LTA colleagues and LTA TF trustees.
	+ Responsibility for agreeing all relevant terms and conditions with applicants of approved projects and process accurate award letters.
	+ Working with the finance team to develop short, medium and long term cashflow projections.
	+ Maintaining a project database, ensuring up to date and accurate records are kept for all projects on our loan book.
* Work collaboratively with colleagues to continuously improve and evolve processes and systems linked to property investment applications to ensure they are as efficient and effective as possible.
* Support Delivery Team colleagues with the provision of strategic planning advice on specific projects and at a broader Local Authority Level through the provision of demand and demographic analysis and Playing Pich Strategies.
* Manage the evaluation of capital loans and grants to best understand the impact of these awards and to help drive future decision making. These currently include, but are not limited to: Quick Access Loans, parks and strategic indoor projects.

**LTA Tennis Foundation:**

* Manage the end-to-end development and delivery of the LTA Tennis Foundation’s Grant (revenue) Making Framework, including but not limited to:
	+ ensuring there is a robust assessment process in place to review applications, leading to the development of recommendations for the Board of Trustees to consider.
	+ ensuring there is an appropriate process in place to on-board new grantees, including the provision of offer letters, contracts and payments.
	+ ensuring there are appropriate monitoring and evaluation processes in place to enable us to best understand our collective impact and maximise our awards.
	+ ensuring there are appropriate practices in place for relationship management with grantees, leading on both reactive and proactive communications.
* As and when required, lead on the appointment of, and relationship with, any external agencies to go beyond our internal capabilities around the learning and evaluation of the LTA Tennis Foundation’s activities.
* Lead on the ensuring the LTA Tennis Foundation’s grant and loan making activity continuously improves, evolves and remains fit for purpose, demonstrating sector best practice through alignment with guidance from leading organisations such as the Institute for Voluntary Action Research and The Association of Charitable Foundations.

## Person Specification

#### Previous Experience of:

|  |  |
| --- | --- |
| Experience (3 years+) of managing and / or evaluating third sector grant making programme(s) | *Essential* |
| Extensive experience in nurturing relationships, fostering trust, and collaborating effectively with various stakeholders. | *Essential* |
| Strong skills in analysing, planning and delivering complex projects, ensuring timely delivery of high-quality results. | *Essential* |
| Proficient in utilising digital tools to enhance operational efficiency, communication, and project implementation. | *Essential*  |
| Proven ability to adapt to changing circumstances, navigate ambiguity, and lead internal and external stakeholders effectively in dynamic environments. | *Essential* |
| Excellent personal presentation and communication skills to quickly establish credibility. | *Essential* |
| Experience of business planning, financial forecasting, and budgeting and of tracking expenditure/ reporting | Essential |

#### Knowledge, Training & Qualifications:

|  |  |
| --- | --- |
| An interest in, and understanding of, the sporting and charitable sectors. | *Essential* |
| Excellent IT skills (Word/Excel/PowerPoint/Outlook). | *Essential* |
| Experience of working with sector bodies such as The Institute for Voluntary Action Research and The Association of Charitable Foundations. | *Desirable* |
| Previous experience of the Salesforce database | *Desirable* |
| Project Management Qualification e.g. Prince 2, Agile  | *Desirable*  |

#### Personal Attributes

|  |  |
| --- | --- |
| ***Inclusion*** | * Create an environment where people feel safe and welcomed.
* Value people’s differences and believe they make us stronger.
* Take the time to learn more about inclusion and remove any current or potential barriers.
 |
| ***Teamwork*** | * Able to work on own initiative and appreciate the high level of accountability.
* A great leader and motivator of others.
* A great communicator both internally & externally.
* Always prepared to work collaboratively.
 |
| ***Integrity*** | * A high degree of emotional intelligence and self-awareness, with the ability to adapt style to meet the needs of the audience.
* Will always suggest improvements to ways of working.
* Will be comfortable challenging groups or individuals to ensure high levels of work.
* Treats others as you wish to be treated.
 |
| ***Passion*** | * A genuine passion for people and good customer service ethic.
* Highly proactive with a ‘can-do’ attitude
* Hard working & driven to succeed and achieve our mission.
 |
| ***Excellence*** | * Always aims to achieve the best possible outcome.
* Develops plans based on best practise and previous experience.
* Seeks support from colleagues to improve outcomes.
* Will be happy to take the more challenging route if it results in higher quality outputs.
 |

## Our Benefits

## *We are proud of the range of benefits we can provide:*

* 25 days annual leave
* Annual award extra leave
* Pension
* Life assurance
* Reimbursement of eye tests
* Long service awards, plus monthly and annual colleague awards
* Private Medical & Health Insurance
* Free onsite gym & use of the Tennis & Padel courts
* Cycle to Work Scheme
* Enhanced maternity, paternity, adoption, and shared parental leave
* Free mental health first aider support
* Colleague ticket offer
* Annual Bonus Scheme
* Free parking & bike racks
* Retail discounts
* Training & Development
* Summer and Christmas party
* Free tea and coffee provided daily
* Electrical vehicle charging points
* Staff lockers
* 30% discounts in our café
* Social activities including Tennis Tuesdays, Padel Wednesdays, Football Thursdays, all colleague days, cycling club, running club etc.

## Our Culture

*The LTA, through its vision ‘Tennis Opened Up’, is committed to creating a diverse environment where all colleagues feel included and a strong sense of belonging. We are proud to actively invite applications from all candidates who meet the essential criteria and can work in the UK. We commit that everyone will receive equal consideration for employment irrespective of your ethnicity, religion, sex, gender reassignment, sexual orientation, age, any disability, marital or civil partnership status, and pregnancy or maternity status.*

*We particularly welcome applications from:*

* *People from ethnically diverse communities*
* *Deaf and disabled people*
* *Members of the LGBTQ+ community*
* *People with lived experience of the UK's many and varied communities*

*The LTA Tennis Foundation is a new tennis charity that partners with brilliant people and organisations to improve lives through tennis. It shares the LTA’s vision of ‘Tennis Opened Up’, and it wants to use our sport to make a real difference to people across the whole country. All LTA colleagues have the chance to get involved with the LTA TF, with some directly involved in delivering and leading its work.*

*To truly deliver our vision of 'Tennis Opened Up', we believe it is critical that the LTA plays our part in contributing to a healthier and more sustainable society. We want to grow tennis in Britain, but do so in a responsible way, protecting and supporting the environment and working with everyone in the sport to tackle our climate impacts. We are committed to ensuring a lasting future for tennis in Britain, and our Environmental Sustainability Plan sets out how we will do this.*

*Find out more here:*

* [Life at the LTA](https://www.lta.org.uk/about-us/careers/life-at-the-lta/)
* [www.lta.org.uk/sustainability](http://www.lta.org.uk/sustainability)