

## Tournament Manager

<b>Responsible to</b>	<b>Competition Delivery Manager</b>
<b>Location</b>	<b>National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ or Mobile (to be discussed during the recruitment process)</b>
<b>Salary</b>	<b>£40,000 - £48,000 per annum depending on location</b>

### About the Role

Our 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 Competition team oversee the planning and delivery of all LTA staged competitions at an international and national level, as well as supporting regional, county, and local level competition activity. The team also oversees Padel competition, team competition, disability competition and associated GB representative teams. The team are responsible for servicing competition in Britain, which includes Officiating, Ratings (World Tennis Number) and Rankings, rules and regulations and the digital systems to find and enter competition.

This role will play an important part in delivering against the new Competition Plan 2025-29 and onwards. The primary aim of the role will be to lead, plan and deliver LTA Staged competitions, both Team and Individual.

### Key Accountabilities

- Plan, deliver and review any individual LTA Staged Competition not exhaustive of Junior ITF or TE, Grade 1, Grade 2, National Championships, National Tour, British Tour, British Open and disability and padel competition.
- Plan, deliver and review any team LTA Staged Competition not exhaustive of County Cup, National League and National Schools Competitions.
- Deliver each competition within budget and ensure all income and expenditure is tracked and follows organisational protocol.
- Ensure that competition documentation is in place for each competition, including risk assessments, and health and safety requirements.
- Collaborate with relevant teams to maximise the visibility of LTA Staged competitions and to achieve reputational gain.
- Key point of contact for the tournament venue, ensuring strong relationships are maintained via good communication and minimal disruption to the site.
- Review each competition and gather feedback from players, the venues, contractors and officials and to use this insight to inform future competition.
- Create, build and sustain effective working relationships and networks with key partners particularly venues, contractors and officials.
- Work with the Safeguarding Team to ensure that safeguarding and welfare is promoted and embedded within competition to make the sport safer for children and adults at risk.

## Person Specification

### Previous Experience of:

Extensive experience of delivering tennis or other sporting major events, and success in a similar role with credible experience.	<i>Essential</i>
Excellent communication skills with the ability to liaise and communicate with people at all levels, across a variety of internal and external stakeholders.	<i>Essential</i>
The ability to lead and motivate others.	<i>Essential</i>
Positive and hard-working attitude with a can-do mentality.	<i>Essential</i>
Strong organisational, time management and prioritisation skills, with evidence of developing and delivering plans to support objectives.	<i>Essential</i>
Highly motivated and resilient with the ability to remain calm under pressure, with initiative to anticipate and proactively solve important issues and prioritise to meet the changing needs of the business.	<i>Essential</i>
Extensive experience of the development and maintenance of event documentation.	<i>Essential</i>
Ability to negotiate with key partners and contractors in a pressurised environment.	<i>Essential</i>
Experience of flexible working with ability to vary work patterns and prioritise tasks to meet the changing needs of the team as and when required.	<i>Essential</i>
Adept at driving creative thinking, implementing solutions, and enhancing processes.	<i>Essential</i>
Experience of managing multiple projects and working with a broad range of partners and stakeholders.	<i>Essential</i>
Extensive experience managing budgets to deliver high quality events.	<i>Essential</i>
Strong technical knowledge of Tennis Competition.	<i>Desirable</i>
Excellent personal presentation and communication skills to quickly establish credibility.	<i>Desirable</i>

## Knowledge, Training & Qualifications

Previous experience or knowledge within the sports competition sector would be advantageous, particularly across individual and team formats, disability sport, tennis, and padel.

While beneficial, this experience is not essential, and candidates with strong transferable skills and a willingness to learn will be considered.

## Personal Attributes (Our Values)

<b>Inclusion</b>	<ul style="list-style-type: none"><li>• I make people feel welcome.</li><li>• I recognise the power of our differences.</li><li>• I create a safe environment.</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• I collaborate well across teams.</li><li>• I actively listen to others.</li><li>• I actively offer to help others.</li></ul>
<b>Integrity</b>	<ul style="list-style-type: none"><li>• I act with honesty and respect.</li><li>• I take responsibility for my actions.</li><li>• I am dependable.</li></ul>
<b>Passion</b>	<ul style="list-style-type: none"><li>• I approach things with a positive mindset.</li><li>• I motivate and energise others.</li><li>• I take pride in my work.</li></ul>
<b>Excellence</b>	<ul style="list-style-type: none"><li>• I am ambitious and want to exceed expectations.</li><li>• I want to learn more to improve.</li><li>• I am adaptable to change.</li></ul>

## 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 unequal 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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