



## Competition Event Manager

<b>Responsible to</b>	<b>Head of Competition</b>
<b>Location</b>	<b>National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ (with the requirement to work from the office at least 3 days per week, including Mondays)</b>
<b>Salary</b>	<b>Up to £55,000 - £60,000 per annum depending on experience</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 on the planning and delivery of LTA Staged competitions, both Team and Individual and Disability and Padel competitions.

**Please note, the internal job title for this role is Competition Delivery Manager.**

### Key Accountabilities

- Work with the Head of Competition and Tournament Managers to annually plan the Junior International and National and Adult National performance competitions calendar to best meet the needs of the player base, working in collaboration with the Performance and Major Events teams.
- Work with the Head of Competition and Tournament Managers to develop and deliver key national team competitions for adults and juniors across venues, schools and county competitions.
- Oversee and manage the delivery of the Calendar including the allocation of Tournament Managers responsible for each.
- Responsibility to work with the Head of Competition, as part of the Competitions SMT, to manage workload across the team and successfully deliver the Competition Plan.
- Oversee the Competition Delivery budget and ensure each competition is delivered within the annual budget.
- Lead and motivate the Tournament Delivery Manager's to ensure tournaments are delivered to a high standard and meet the needs of all customer groups.
- Oversee and manage the delivery of all relevant padel and disability competitions.



- Work with the Competition Operations Manager to select and deploy Officials for relevant LTA staged competitions and the Marketing and Communications team to promote and profile these competitions.
- Manage the ordering and procurement of all branded products, equipment, travel and accommodation services, so that it is as cost efficient as possible and supports the LTA sustainability policy.
- Lead on the Competition's Team work in respect to the use of strategically important venues, maximising use of free court hours and support the Property team in the future development of competition venues.
- Ensure all tournament operational requirements are delivered to a high standard and within set timeframes by employing best practice event management approaches.
- Lead on annually reviewing all LTA Staged tournaments taking feedback from other areas of the business and ensure any learnings are applied for future years and budgeting.

## Person Specification

### Previous Experience of:

Proven experience within tennis or other sporting major events, and success in a similar role with credible experience at management level.	<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>
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>
Strong organisational, time management, and prioritisation skills, with evidence of developing and delivering plans to support objectives.	<i>Essential</i>
Experience of governance and development of policy and 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 delivering operational plans to ensure delivery against measures of success.	<i>Essential</i>
Experience of managing multiple projects and working with a broad range of partners and stakeholders.	<i>Essential</i>
Experience of operationally delivery against budgets, to track income and expenditure effectively.	<i>Essential</i>
Strong technical knowledge of Tennis Competition.	<i>Essential</i>
Excellent personal presentation and communication skills to quickly establish credibility.	<i>Desirable</i>
Experience of digital entry systems in tennis or other sports.	<i>Desirable</i>

### Personal Attributes:

<b>Inclusion</b>	<ul style="list-style-type: none"><li>• Create an environment where people feel safe and welcomed.</li><li>• Value people's differences and believe they make us stronger.</li><li>• Take the time to learn more about inclusion and remove any current or potential barriers.</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• Able to work on own initiative and appreciate the high level of accountability.</li><li>• A great leader and motivator of others.</li><li>• A great communicator both internally &amp; externally.</li><li>• Always prepared to work collaboratively.</li></ul>
<b>Integrity</b>	<ul style="list-style-type: none"><li>• A high degree of emotional intelligence and self-awareness, with the ability to adapt style to meet the needs of the audience.</li><li>• Will always suggest improvements to ways of working.</li><li>• Will be comfortable challenging groups or individuals to ensure high levels of work.</li><li>• Treats others as you wish to be treated.</li></ul>
<b>Passion</b>	<ul style="list-style-type: none"><li>• A genuine passion for people and good customer service ethic.</li><li>• Highly proactive with a 'can-do' attitude</li><li>• Hard working &amp; driven to succeed and achieve our mission.</li></ul>
<b>Excellence</b>	<ul style="list-style-type: none"><li>• Always aims to achieve the best possible outcome.</li><li>• Develops plans based on best practise and previous experience.</li><li>• Seeks support from colleagues to improve outcomes.</li><li>• Will be happy to take the more challenging route if it results in higher quality outputs.</li></ul>

### 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
- 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*
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*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](#)
- [www.lta.org.uk/sustainability](http://www.lta.org.uk/sustainability)