



## Partnership Manager

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| <b>Responsible to</b> | <b>Partnership Manager</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 three days each week, including Mondays</b> |
| <b>Salary</b>         | <b>Up to £50,000 per annum depending on experience</b>  |

### 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 Partnership Manager is responsible for managing day-to-day relationships with a portfolio of partners, working closely with them on their activations. The successful candidate must be pro-active, motivated, have excellent interpersonal skills and be able to build strong working relationships. They will support the development of partnerships by working collaboratively with different teams across the business. They will ensure the mutual value of the rights is maximised, and ensure partners are supporting the LTA's vision of Tennis Opened Up.

LTA Colleagues are required to work outside standard working hours and at weekends on occasion. This is primarily in June, but some activities take place at other times of the year. Periods leading into events can require working additional hours. Some UK travel to venues and to visit clients may be needed.

### Key Accountabilities

- Support delivery of a number of partner and supplier agreements.
- Onsite delivery of specific events and partner activations to ensure delivery of all partner rights.
- Develop close working relationships with key personnel throughout the client's business and their associated agencies.
- Maximise the value of contractual rights e.g. identifying and delivering new opportunities for activation.
- Work collaboratively across the LTA to ensure optimal rights delivery and to identify new partner opportunities.
- Create partner review presentations for partners at the end of each event season, with content including media analysis, a review of partner and LTA activities and results.
- Work closely with colleagues in the commercial team to encourage strategic and creative activation of LTA partners to support our vision of opening tennis up and communicating with partner customers and clients to increase participation.
- Communicate the LTA's broader vision and strategy to partners and provide regular updates on the LTA business and developments.



## Person Specification

### Previous Experience of:

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| Proven experience working in an agency or a sporting governing body or federation.                             | <i>Essential</i> |
| 5 years proven experience of account managing successful sponsorship relationships, and activation programmes. | <i>Essential</i> |
| Excellent communication and influencing skills.  | <i>Essential</i> |
| Strong organisational, project, and time management skills with a high level of attention to detail.           | <i>Essential</i> |

### Knowledge, Training & Qualifications:

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| Experience of managing budgets and invoicing.         | <i>Essential</i> |
| Knowledge and experience of using Salesforce.         | <i>Desirable</i> |
| Excellent IT skills, including Outlook and MS Office. | <i>Essential</i> |

## Personal Attributes (Our Values)

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| <b><i>Inclusion</i></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><i>Teamwork</i></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><i>Integrity</i></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><i>Passion</i></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><i>Excellence</i></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>   |

## 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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