

## ANTI-DOPING & INTEGRITY OFFICER

**Responsible to:** Head of Safeguarding and Integrity

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

**Contract:** Permanent role, 5 day per week (open to part time, minimum 3 days per week)

**Salary**: £50,000 per annum (pro rata salary to be based on part time hours)

## 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 role leads the development, delivery, and monitoring of the LTA’s Anti-Doping and Integrity strategies, ensuring compliance with national and international standards. It is responsible for creating and implementing education programmes for players, coaches, parents, and support staff across all levels of British tennis, from grassroots to elite performance.

Acting as the organisation’s central point of contact for anti-doping and integrity matters, the role liaises with governing bodies, education partners, and internal directorates to ensure consistent messaging, compliance, and best practice. In addition, the role oversees the production of resources and communications to raise awareness, tracks and reports on compliance, and supports the management of integrity investigations. Ultimately, the position safeguards the credibility of British tennis and Padel by embedding a culture of integrity, fairness, and responsibility across the sports.

## Key Accountabilities

**Anti-Doping**

* Develop the LTA’s Anti-Doping strategy and Implementation Plan in line with UKAD’s minimum standards
* Coordinate & deliver face-to-face anti-doping education to players, parents & coaches of all levels from grass roots club through to regional training
* Ensure the LTA complies with all aspects of UKAD’s minimum standards and lead on the annual inspection process.
* Produce anti-doping resources and where appropriate website content in particular for Padel
* Liaise with the PL National Lead to ensure anti-doping education delivery to all Performance players, staff, parents & coaches is planned
* Liaise with the LTA’s Participation, Operations & Major Events Directorates to ensure seamless and aligned education is provided to all stakeholders including officials & coaches
* Liaise with other education providers, partners and other specialists as appropriate (especially the UKAD & ITF education teams)
* Track & monitor player, coach & stakeholder compliance with UKAD’s anti-doping education requirements
* Regularly report on anti-doping education compliance to UKAD and ensure testing budget is monitored
* Work with the Communications team to develop and deliver an anti-doping comms plan to support our key anti-doping and integrity messages
* Monitor the effectiveness of the anti-doping strategy and provide reports to Performance SMT, Executive team and Board as required

**Integrity**

* Act as single point of contact for integrity matters across the LTA
* Coordinate delivery of integrity education programmes for players, coaches and support personnel through the LTA performance pathway
* Produce Integrity materials and website content as required
* Coordinate and deliver awareness activity on integrity issues more broadly within British tennis and the LTA
* Liaise with other education providers, partners and other specialists as appropriate (especially the ITIA education teams)
* Monitor the effectiveness of the integrity programme and report to SMT, Executive team and Board as required
* Ensure the LTA complies with all integrity requirements of the ITF recognition scheme for national training centres
* Liaise with the LTA legal department to establish a formal reporting mechanism for intelligence and for raising concerns
* Assist the LTA Legal department in the management of integrity investigations and cases as required
* Work with the Safeguarding Team and HOS as directed to ensure that safeguarding and welfare is promoted and embedded within your role to make the sport safer for children and adults at risk.

## Person Specification, Knowledge, Training & Qualifications:

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| Strong understanding of anti-doping and/or integrity frameworks, ideally within UK or international sport | *Essential* |
| Experience of tracking, monitoring, and reporting on compliance to senior management and external stakeholders | *Essential* |
| Experience of working with external regulatory bodies (e.g., UKAD, ITF, ITIA) and ensuring compliance with governance standards | *Essential* |
| Excellent communication and presentation skills, with the ability to engage confidently with players, coaches, parents, officials, and senior stakeholders | *Essential* |
| High levels of integrity, confidentiality, and discretion when handling sensitive matters | *Essential* |
| Ability to work collaboratively across departments and with external partners to ensure consistent delivery of programmes | *Essential* |
| Passionate about promoting integrity and fairness in sport | *Essential* |
| Confident in acting as the key point of contact for sensitive and complex issues | *Essential* |
| Demonstrated ability to design and produce engaging educational resources and communication materials | *Essential* |
| Knowledge of UKAD’s minimum standards and ITF/ITIA recognition schemes | *Desirable* |
| Experience within tennis or another high-performance sporting environment | *Desirable* |
| Previous involvement in integrity case management or investigations | *Desirable* |
| A relevant degree or professional qualification in sports management, law, education, or a related field | *Desirable* |

## Personal Attributes (Our Values)

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| ***Inclusion*** | * I make people feel welcome. * I recognise the power of our differences. * I create a safe environment. |
| ***Teamwork*** | * I collaborate well across teams. * I actively listen to others. * I actively offer to help others. |
| ***Integrity*** | * I act with honesty and respect. * I take responsibility for my actions. * I am dependable. |
| ***Passion*** | * I approach things with a positive mindset. * I motivate and energise others. * I take pride in my work. |
| ***Excellence*** | * I am ambitious and want to exceed expectations. * I want to learn more to improve. * 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](https://www.lta.org.uk/about-us/careers/rewards-and-benefits/)

“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.”