

Qualification Pathways Manager

Responsible to	Head of Education & Qualification Pathways
Location	Mobile, with the requirement to work from the National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ twice per month
Salary	Up to £45,000 per annum depending on experience

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 Qualification Pathways Manager sits within the Education & Qualifications section of the Coach & Official Development & Support Team. This team plays a key role in the development of great coaches, officials, and activators to ensure that the tennis workforce enables participation growth and thriving venues across tennis in Britain.

Key Accountabilities

- The development of leading education and qualification pathways across tennis coaching, padel coaching, and competition/officiating to ensure safe, enjoyable and high-quality participant experiences across programmes and venues across tennis in Britain.
- Define the competencies and standards required at each qualification within the pathway, and ensure our curriculums develop knowledge and skills to meet those standards.
- Develop the vocational curriculums (online & face to face) to enable people to meet those standards, including curriculum development for Senior, Master, Coach Tutor and National Referee courses.
- Ensure robust monitoring and evaluation processes exist to enable continuous improvement and evolution of our pathways.
- Work with the broader tennis development department to ensure our qualification offer is fit for purpose and supports broader strategic objectives to grow participation, programmes, competitions and venues.
- Lead the development of qualification electives and continuous professional development workshops that are delivered by our partner Coach Development Centre network.
- Liaise with external governing bodies (CIMSPA, ITF) to ensure alignment to industry roles, standards and best practice in the sport coaching and tennis coaching sector.
- Manage, develop and continuously evolve the LTA's Tutor support & training offer to ensure a high and consistent delivery standard across our national network of Coach Development Centres.

Person Specification

Previous Experience of:

Tennis or padel coaching experience across a breadth of audiences, ages and stages.	<i>Essential</i>
Coach tutoring experience on LTA Qualification courses (or equivalent).	<i>Essential</i>
Assessing coaches as part of formal qualifications.	<i>Desirable</i>
Strong project management experience, coordinating multiple projects simultaneously in a fast-paced environment.	<i>Essential</i>
Managing a team of coaches in a professional setting.	<i>Desirable</i>
Curriculum and content development experience.	<i>Desirable</i>
Ability to develop engaging presentations and clear tutor notes to enable consistent communication of information and ideas at scale.	<i>Essential</i>

Knowledge, Training & Qualifications:

A qualified tennis or padel coach (Senior or Master Coach Qualified, Level 4 or higher).	<i>Essential</i>
Coach Tutor or Coach Developer Qualification (or equivalent).	<i>Desirable</i>
LTA Accredited+ (or equivalent).	<i>Essential</i>
Exemplary track record in your own professional development.	<i>Essential</i>
Sport coaching, sport science or sport management degree.	<i>Desirable</i>

Personal Attributes:

Inclusion	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
- Electrical vehicle charging points
- 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](#)
- www.lta.org.uk/sustainability