



## Education and Curriculum Coordinator

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| <b>Responsible to</b> | <b>Qualification Pathways 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 3 days each week, including Mondays)</b> |
| <b>Salary</b>         | <b>up to £29,000 per annum depending on experience, plus excellent benefits and bonus</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 Education and Curriculum Coordinator is responsible for supporting development of the qualification pathways across coaching and officiating in both tennis and padel, including face-to-face CPD workshops. The role also involves administering on-going support and training for the LTA Tutor workforces. The successful candidate will work with subject matter experts from across the industry to ensure leading educational content and curriculum is written, trained, and delivered across the UK.

If you're passionate about education, tennis or padel, and making a real impact through learning — this role could be for you.

### Key Accountabilities

#### Curriculum & Content Development

- Support the work of the Qualification Pathways Manager and Head of Education and Qualifications Pathways to develop leading qualifications for coaches and officials in Great Britain.
- Coordinate the design and redevelopment of qualifications and CPD content to ensure they remain current, engaging, and aligned with industry standards.
- Collaborate with subject matter experts to develop high-quality educational products and resources for use by the LTA Tutor Workforce.
- Support the wider Qualification Pathways team to ensure the updating, proofing, and maintenance of course materials to maintain consistent and professional standards across all qualifications.
- Ensure all learning content is inclusive, accessible, and reflects the LTA's commitment to opening up tennis and padel to all communities and groups.



### Project Coordination & Delivery

- Manage multiple qualification and CPD projects simultaneously, ensuring timelines and deliverables are met.
- Coordinate submissions and contributions from a range of content developers and content writers across a wide range of subject areas e.g. coaching methodology, Tactical and Technical development, Sports Psychology, Coach and Official Wellness, Strength and Conditioning.

### Workforce Engagement & Training

- Coordinate the LTA Tutor Workforce and their training offer. The LTA Tutor Workforce consists of expert practitioners who train and develop tennis and padel coaches through qualifications and CPD.
- Provide regular and effective communications to the LTA Tutor Workforce, including day-to-day updates on content changes, platform developments, and the LTA Learning Management System.
- Maintain and build key partnerships, including CIMSPA, the ITF, and universities to ensure alignment and quality of LTA qualifications and coach education, and to incorporate evidence-based research and practice.

### Administrative & Operational Support

- Liaise with products and programmes, inclusion, competition, and performance teams within the LTA to ensure alignment with developments and initiatives in those areas.
- Work closely with the Development and Learning, and Engagement and Accreditation teams to ensure alignment and best practice in course design and promotions.
- Administer issuing of contracts related to course delivery working with the Legal and People teams.

## Person Specification

#### Previous Experience:

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| Coaching and/or officiating in tennis and/or padel with players across ages, stages, and ability, with a passion for supporting and improving coaching and officiating standards. | <i>Essential</i> |
| Strong project coordination experience with the ability to handle multiple projects simultaneously.   | <i>Essential</i> |
| Ability to develop engaging presentations, notes, and educational resources to enable consistent delivery of information and ideas at scale.                                      | <i>Essential</i> |
| Stakeholder and audience management.  | <i>Essential</i> |
| Collaborating with subject matter experts to create engaging, credible, and practical content and resources.  | <i>Desirable</i> |
| Experience of working across learning management systems and content creation software like Microsoft PowerPoint, Adobe Photoshop, and Adobe Premiere Pro.                        | <i>Desirable</i> |

#### Knowledge, Training & Qualifications:

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| Tennis and/or Padel coaching and/or officiating qualifications equivalent to at least an LTA Instructor (Level 2) qualification.   | <i>Essential</i> |
| Have LTA Accreditation or LTA Accreditation+, or be a part of the Officials License Scheme.  | <i>Essential</i> |
| Excellent communication skills with the ability to liaise and communicate with people at all levels and experience.                | <i>Essential</i> |
| Evidence of continuing professional development and a desire to learn.   | <i>Essential</i> |
| Competence with Outlook, Excel, and Word with high levels of proficiency in developing visually engaging PowerPoint presentations. | <i>Essential</i> |
| Enthusiasm for filming and editing to create video content.  | <i>Desirable</i> |
| Educated to degree level in a related field (sport science, development, coaching, psychology, pedagogy, management).              | <i>Desirable</i> |

## Personal Attributes

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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 [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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# BENEFITS AND PERKS

Just some of the many benefits  
of working at the LTA.

We believe that our colleagues are our greatest asset. Our comprehensive benefits package is designed to support your well-being, foster professional growth and create a positive work environment. Below, you'll find an overview of the key benefits we offer.

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#### Free private healthcare

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Specialist **mental health** and **well-being** support

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**Life Assurance** to cover you and your family

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An employee contributory **pension scheme**

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**Holiday allowance** rising to 30 days  
annually plus a holiday purchase scheme

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**Paid family leave**

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**Paid charity volunteer days**

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A host of **internal events** and **monthly awards**

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**Priority ticket access** to exciting events  
such as The Championships at Wimbledon

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**Travel incentives** such as cycle to work  
scheme, car schemes and season ticket loan

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**Free parking, bike racks and EV chargers**

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**Free gym** and use of the **tennis and  
padel courts** at the National Tennis Centre

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**Hybrid working** options

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**Retail discounts**

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