

## Partnership Manager

<b>Responsible to</b>	<b>Partnership Development and Client Services Lead</b>
<b>Location</b>	<b>National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ (with the requirement to work from the office a minimum of three days per week, including Mondays).</b>
<b>Salary</b>	<b>Up to £48,000 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.
- Support existing Partnership Managers with onboarding of various new partners and new title partner for the Queen's Championships.
- 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:

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:

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:

<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>

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