Event Coordinator - Pro Series

Responsible to	**Event Manager**
Location	**The National Tennis Centre, Roehampton and other LTA tournament venues as required.**
Salary	**Up to £32,760 per annum depending on experience**

About the Role

The LTA 's vision is 'Tennis Opened Up' and its mission is the transform communities through tennis by making it welcoming, enjoyable and inspiring to everyone. We have a similar approach to developing an d promoting padel, one of the fastest growing sports in Britain.

The Event Planning and Delivery team are responsible for delivering the LTA's programme of Major Events, driving visibility and enjoyment to new and existing audiences.

The Event Coordinator will play a vital role in delivering the calendar of International ATP Challenger, World Tennis Tour Tournaments and World Tennis Wheelchair tournaments in Great Britain, working with internal and external stakeholders to ensure the tournament programme best supports junior and adult players in their development. They will also play a role in the planning and delivery of the Grass Court Season as well as supporting the wider Major Events team with key projects during the calendar year.

Key Accountabilities

International Tournaments

- Work closely with the Event Manager to organise and deliver a calendar of international tournaments (identified below) for junior and adult players in accordance with the competition strategy, with support from identified Tournament Directors.
    - Grass court ATP Challenger 125 and WTA 125 Tournaments
    - ATP Challenger Tournaments
    - World Tennis Tour Tournaments (currently known as British Pro Series)
    - World Tennis Wheelchair Tournaments
- Liaise with internal and external stakeholders on the delivery of these events to ensure all are delivered in line with budget and to a high and consistent standard.
- Coordinate the planning and delivery of wheelchair draws across the Grass Court Season's Major Events. Work with each tournament team during the planning stage to ensure successful integration of the wheelchair events and provide on-site support and delivery as required.
- Lead the planning and on-site delivery of at least two British Pro Series events, working closely with the referee, control desk and on court officials ensuring effective tournament operations delivery.
- Work closely with venues to coordinate tournament logistics, including sourcing local hotels, transportation, administering accreditation and ensuring the appropriate equipment is available for each event.
- Process player prize money in accordance with tournament standards, guidance and policies.

Complete ad hoc tasks and projects as requested.

- Prepare health and safety documentation as required. Maintain comprehensive records of processes, supplier contacts, details of arrangements and recommendations for following year to ensure a continuation of knowledge.
- Work closely with contractors through the planning and delivery on site of ball tracking/line calling, to ensure they are integrated effectively and delivered safely into relevant tournaments.
- Ensure on-going assessment of the assigned tournaments to review effectiveness and success against objectives and against the strategy. Provide operational and logistical support to the delivery of all international tournaments as and when required.
- Support the wider Major Events department at other designated tournaments within the international calendar, as required & time allows.

Budget

- Liaise with internal and external stakeholders on the delivery of the Pro Series events to ensure all are delivered in line with budget and to a high and consistent standard.
- Manage post-events reconciliation and accrual processes by working closely with the Finance Business Manager.
- Work closely with the wider team to identify budgetary savings, improvements (quality and cost), innovation and growth opportunities whilst ensuring that tournament and commercial objectives are supported and met.

General Requirements

- Build, manage and maintain strong inter-departmental relationships and communication within the organisation and work in partnership with other team members.
- Provide outstanding customer service to tennis stakeholders and visitors, responding quickly with true personal ownership and responsibility in a world class working environment.
- Be an ambassador for the vision of the LTA both internally and externally communicating and promoting the vision and direction of the LTA with passion.
- Build, manage and maintain strong inter-departmental relationships and communication within the organisation and work in partnership with other team members.
- Work collaboratively with colleagues from the wider Major Events department to adopt consistent ways of working and supporting other teams with projects if required.
- Support the Central Major Events Team with future cross tournament planning to drive consistency and collaboration.
- Follow the integrated planning processes that are being implemented across all tournaments to ensure the LTA has consistent high standards across all areas of all events.
- Use initiative to make suggestions to improve the working situation within own area of work and the LTA as a whole.
- Cooperate with measures introduced to ensure there is Equality of Opportunity.
- Comply with all aspects of the LTA's Health and Safety Policy and arrangements.
- To be an ambassador for the vision of the LTA both internally and externally, communicating and promoting the vision and direction of the LTA with passion.

Person Specification

Previous Experience of:

Knowledge and understanding of event management, plus a minimum of two years' experience of delivering events.	*Essential*
Knowledge and understanding of disability tennis	*Desirable*
Working effectively and collaboratively with a range of internal and external stakeholders.	*Essential*
Demonstrating exceptional personal communication skills with proven ability to build and maintain effective relationships and communicate with people at all levels with a high level of diplomacy and professionalism.	*Essential*
Extremely strong organisational, prioritisation and time-management skills with a high level of attention to detail.	*Essential*
Highly motivated and resilient with the ability to remain calm under pressure, with initiative to anticipate and proactively solve issues.	*Essential*
Experience of flexible working with ability to vary work patterns and prioritise tasks to meet the changing needs of the team as and when required.	*Essential*

Knowledge, Training & Qualifications

Knowledge of UK sporting/event landscape & the international tennis landscape.	*Desirable*
Advanced IT and keyboard skills and knowledge of MS Office Applications (Word, Excel and PowerPoint).	*Essential*

Personal Attributes (Our Values)

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 in 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

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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 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."
