



Tennis Development Officer (for those aged between 18 and 24)

Responsible to	Delivery Manager, London and South East – Amanda Robinson
Location	National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ
Contract	12 month Internship, from March 2026 – March 2027, working 4 days per week
Salary	£20,165.60 per annum (London Living Wage) plus a daily allowance for food and/or commuting
Interview Process	There will be a mandatory Experience Day at the National Tennis Centre on Tuesday 20th January 2026 followed by interviews at the National Tennis Centre on Tuesday 27th and Wednesday 28th January 2026.

About the Role

The LTA, in partnership with the Mayor of London's Sport Team and London's Violence Reduction Unit, are creating two exciting opportunities for young Londoners to gain valuable career experience within our sporting organisation.

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.

This is a year-long internship focused on identifying and pursuing opportunities to expand tennis and padel within the London community. The role is designed to contribute to the growth and relevance of the sports in our capital city.

We are seeking two dynamic individuals, aged 18-24, with the passion and eagerness to contribute to our vision of Tennis Opened Up. Prior experience is not necessary, and familiarity with tennis or padel is not a requirement. If you appreciate the value of sports and aspire to build a career in the sports industry, this role is well-suited for you. If successful, you will have a dedicated mentor, regular training through the Skills Builder framework, and a custom work plan designed just for you.

As an LTA Tennis Development Officer, you will become part of a dedicated team committed to achieving excellence in all aspects of their work. Based within the London & South East Regional Team (L&SE), you'll have the opportunity to collaborate with various departments, including aiding grassroots development in clubs, counties, and volunteer networks, as well as community and education venues through the implementation and delivery of strategic plans. This will not only enhance your skill set for your career but also ensure a rewarding experience.



Our Support to You

When applying for our roles, you will be asked as part of our application process if you require any adjustments or support during the recruitment process. Adjustments could include extra time for assessments, interview questions in advance, alternative formats for materials or wheelchair access. Please do ask for any adjustment that might help you to perform your best in the recruitment process. Any information you provide will be treated in confidence and only used to make sure you have the best possible experience with us.

Key Accountabilities

The job description detailed below may be subject to review from time to time in consultation with the post-holder. Please be aware that the key accountabilities outlined are not delivered consistently all year round, and variations may occur based on the nature of the responsibilities.

- As part of the London & South East team, you will help create and implement plans for tennis and padel growth across London, involving clubs, community tennis, and educational places. Focus on increasing participation and fostering collaboration among venues and partners.
- Collaborate with Equality, Diversity and Inclusion specialists to implement plans for creating sustainable tennis opportunities in communities that are harder to reach.
- Assist the Event Planning & Delivery team with the full event lifecycle of competition and event operations.
- Support the development of Padel initiatives, venue engagement and participation growth.
- Aid the Customer Support Team in providing high-quality, customer-centric assistance to a diverse range of tennis customers and colleagues.
- Work with the Safeguarding Team to ensure that safeguarding and welfare is promoted and embedded within tennis and padel to make the sports safer for children and adults at risk.

Person Specification

- A strong interest in developing a career within the sports development sector.
- Good verbal and written communications skills in line with job requirements.
- Ability to liaise, communicate and build trust with people both internally and externally.
- Competent IT skills (Word/ Excel/PowerPoint/Databases/Microsoft Office/internet).

We would expect candidates to identify with at least one of the following from each category below:

Diverse Educational and Employment Backgrounds

Some examples of diverse educational and employment backgrounds that we would expect the interns to come from include:

- Known to statutory services at any point in their life
- NEET (Not in Education, Employment or Training)
- SEND (Special Educational Needs)
- Excluded/attended a PRU
- 'First in Family' (this refers to a student whose parents or guardians do not have any experience of higher education)
- Limited to no experience in the sport sector beyond customer service roles

Identities and Backgrounds Typically Underrepresented in Sport

Some examples of identities and backgrounds that are typically underrepresented in the sport sector that we would expect the interns to identify with include:

- Lower socio-economic status (accessing universal credit, free school meals)
- Care Leavers
- Women
- LGBTQ+
- Black, Asian, and Minority Ethnic Backgrounds

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](#)

"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."
