



COACH EDUCATION AND QUALIFICATIONS LEAD

Responsible to	Head of Coach Education & Qualifications
Location	National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ with some regional travel
Salary	Up to £35,000 dependent on experience plus bonus and excellent benefits

About the role:

The LTA is the National Governing Body of tennis for Great Britain. We are here to govern and grow tennis, from grassroots participation through to the professional game. Our vision for the sport is **Tennis Opened Up**. We're working towards a future where tennis is truly a sport for all. All ages, all backgrounds, all levels of fitness. Anyone can pick up a racket and everyone can be a part of the tennis family. Our mission is to grow tennis by making it relevant, accessible, welcoming and enjoyable.

We play an important part in ensuring the popularity and future of our sport. We're here because we're passionate about tennis; and we want to spread that passion across the nation.

A vital element to the LTA's success is its ambition to be more inclusive and diverse than ever before. This extends throughout the organisation, tennis and the wider sporting landscape. The LTA aim is to lead the way on Inclusion & Diversity, and we welcome applications from all backgrounds as we believe a diverse workforce is fundamental to achieving great things – our people make the difference.

The Coach Education and Qualifications Lead will play a key role in supporting the development and on-going delivery of the LTA Coach Education pathway for grassroots and development coaches. The role will involve managing projects within qualification development and delivery, as well as managing communications and partnerships with key stakeholder groups, in particular our Coach Development Centre Network. Success in this role will ultimately see coaches on the ground receiving high quality coach education, which will, in turn, lead to excellent on-court coaching experiences across clubs, community, and educational settings to help grow and open tennis up in Britain.

Key Accountabilities

Coach pathway, standards, curriculum and content development:

- Support the ongoing development and evolution of the LTA's coach education pathway to produce world-class grass roots and development coaches who are well equipped for programme and player development across all populations and environments
- Manage projects that will deliver an educational curriculum for coaches that is more flexible and accessible through core and elective components and provide an individualised blended learning experience in line with industry needs and coach interests
- Ensure a leading educational offer that meets the needs of modern coaches, as well as contemporary employer/deployer needs, by working with a wide range of external experts across all subject areas that are relevant to the roles and responsibilities of coaches at every level of the pathway

- Act as a link with other teams within the LTA to ensure alignment with developments and initiatives across all areas that drive more children and adults to the game of tennis
- Ensure appropriate alignment of tennis coaching with the broader coaching industry by working closely with Sport England, UKCoaching, and the LTA performance teams
- Be an expert point of contact for the management of the LTA's learning management system, LTA Learn, with CDC administrators and directors accessing the platform
- Ensure alignment of standards across our whole pathway from Activator to Coach Tutor
- Drive best-in-class standards within inclusion, diversity, equity, and accessibility across every aspect of coach education, including qualifications, resources, support, and LTA Learn

Ongoing Coach Development Centre (CDC) training and support to enable a thriving network of centres delivering coach education:

- Drive and improve course delivery standards through regular monitoring, information, support, and training webinars for Coach Development Centres
- Manage the Coach Development Centre review process, which will culminate in appropriate and purposeful feedback and support to ensure the highest standards in coach education delivery are maintained
- Oversee course operational requirements, e.g., coaching equipment, AV kit, resources, and clothing are communicated with CDCs and, where appropriate, provided to CDCs
- Lead on key administrative processes linked to the Coach Development Centre network including contracting, feedback, reporting processes to ensure smooth operations for c. 3,000 coaches annually
- Provide ongoing troubleshooting & support for CDC administrators as the expert point of contact for LTA web systems (including the Course Provider Centre and LTA Learn)
- Manage the distribution of strategic grants for coaches via the CDC network

Standardisation and quality assurance:

- Work with the Head of Coach Education and Qualifications to develop a robust quality assurance strategy to maintain and improve the integrity and reputation of LTA Coach Education and qualified coaches
- Manage a team of Internal Quality Assurers to implement a system of course visits, observations, and LTA Learn internal verification, which lead to individualised feedback and support for CDCs and their tutor workforce
- Work with the Head of Coach Education and Qualifications to align content with key government and regulatory standards frameworks where applicable
- Interface with communities of practice and social media within the Coach Development and Support team to ensure CDCs are up to date with latest developments at the LTA and within coach education

Person Specification

Previous Experience of:

Track record as a coach developer/tutor with a passion for supporting and developing coaches	<i>Essential</i>
Credibility and experience as a coach, including developing/running a thriving coaching programme and business	<i>Essential</i>
Strong project management ability, coordinating multiple projects simultaneously in a fast-paced environment	<i>Essential</i>
Ability to develop engaging coach education content with appropriate resources and tutor notes to enable consistent communication of information and ideas at scale	<i>Essential</i>
Relationship management with key external partners and stakeholders	<i>Essential</i>
Developing and delivering high quality coach education content and resources	<i>Desirable</i>
Collaborating with technical and subject matter experts to deliver engaging, credible, and practical educational content and resources	<i>Desirable</i>
Collaboration with teams to develop engaging and creative educational assets	<i>Desirable</i>

Knowledge, Training & Qualifications:

Currently an LTA Accredited+ coach (or equivalent)	<i>Essential</i>
Exemplary track record in your own professional development	<i>Essential</i>
Level 4 or 5 Qualified Coach (or equivalent)	<i>Essential</i>
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LTA Certificate in Tutoring Skills (or industry equivalent)	<i>Essential</i>
Competence with Outlook, Excel and Word, with high levels of proficiency in developing visually engaging PowerPoint presentations	<i>Essential</i>
Knowledge of learning management systems, content management systems (CMS) and working with digital tools to deliver information	<i>Essential</i>
Excellent communication and presentation skills with the ability to liaise and communicate with people at all levels and coaching experience	<i>Essential</i>
Strong organisational, time management, and prioritisation skills	<i>Essential</i>
Tutoring experience or experience of working with coaches to develop their delivery	<i>Essential</i>
Bachelor's degree or higher in Sport Science, Sports Development, Sports Coaching, Pedagogy or Sports Management (or related field)	<i>Desirable</i>

Personal Attributes (refer to Values & Behaviours framework):

<i>Teamwork</i>	<ul style="list-style-type: none">• Build effective relationships at all levels to influence and support others• Work effectively, inspiring and motivating a team• Ability to collaborate to achieve common goals• A 'can do' proactive attitude with strong diplomacy skills
<i>Integrity</i>	<ul style="list-style-type: none">• Excellent problem solving and decision-making skills• Accuracy and attention to detail• Ability to seek guidance and learn from others when needed• Ability to work independently to meet challenging deadlines
<i>Passion</i>	<ul style="list-style-type: none">• Passionate about the Vision and Mission of the LTA• Thinks creatively and with confidence to see things through to implementation and completion• Energetic and proactive approach to problem solving• Maintain a positive mind set in the face of difficult or pressured situations
<i>Excellence</i>	<ul style="list-style-type: none">• Adaptable and highly organised, with the ability to multi-task and prioritise• Help others in the team grow and learn• Exceptional attention to detail and ability to apply rigour and due diligence to processes• Prioritisation and time management skills to handle multiple long-term projects at once