



PUBLIC POLICY ADVISOR

Responsible to	Head of Public Policy
Location	National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ
Salary	Up to £35,000, depending on experience

About the role

This new role is an exciting opportunity for a public affairs professional to play a critical role in helping the LTA achieve its vision of 'tennis opened up', and through our work to make tennis relevant, accessible, welcoming and enjoyable, help us to ensure it is a sport that can be played by anyone, no matter their age, gender, background or ability.

Tennis is a sport that is woven into the fabric of the nation, and as the national governing body the LTA is at the heart of that – from inspiring and engaging the millions of passionate fans who follow leading British players and world class tournaments, through to supporting the grassroots of the sport which reach into local communities across Britain to help get the nation active and deliver amazing physical and mental health benefits to those involved.

The Public Policy Advisor will play a key role within our Corporate Affairs team, helping to deliver the LTA's Public Affairs strategy, supporting the delivery of the LTA's campaigns and objectives as a National Governing Body. This will include developing relationships on a national, regional and local level with government, sports organisations and other organisations that influence the LTA's licence to operate, as well as working across the business to help provide advice and support around the external policy landscape.

In line with our values, we are looking for a talented and driven individual who can bring teamwork, passion, integrity and excellence to this role. If this is you, and you want to join our journey to open up tennis in Britain, then we look forward to receiving your application.

Key Accountabilities

- Work with the Head of Public Policy to deliver the LTA's Public Affairs strategy, helping to support the delivery of the LTA's campaigns and objectives as a National Governing Body.
- Plan and deliver a full engagement programme with the All-Party Parliamentary Group for Tennis in the UK Parliament.
- Deliver a contact programme with Members of Parliament around key LTA initiatives and campaigns, to build engagement with and support for the LTA's work.
- Build and develop the LTA's relationships with the devolved administrations and Parliaments, including working in conjunction with Tennis Scotland and Tennis Wales.
- Prepare regular communications to key stakeholders, such as Parliamentary newsletters.
- Work with the Head of Public Policy and wider Corporate Affairs team to maintain stakeholder management databases, including planning to leverage the LTA's major events series and other assets.
- Devise and manage events such as receptions and dinners for target audiences.

- Work with the LTA’s regional teams to support on local issues, including engagement with local authorities and elected mayors where relevant and appropriate.
- Support the Head of Public Policy in maintaining a set of policy positions for the LTA from which the organisation can respond to government initiatives and public policy challenges, and promote policy change.
- Lead on the strategy and delivery for specific public policy issues, drawing up stakeholder engagement plans and implementing plans to achieve desired policy outcomes.
- Produce internal briefings on key policy issues as required, monitoring the public policy agenda and contributing to a monthly internal political digest, and ensuring colleagues are well briefed on emerging policy issues and opportunities.
- Manage and draft consultation responses on behalf of the organisation as required.
- Support the delivery of key strategic projects across the Corporate Affairs team.

Person Specification

Previous Experience of:

Proven experience working in Public Affairs: in-house or consultancy environment and/or working for a politician or a think tank	Essential
Shaping and influencing public policy	Essential
Building effective and collaborative relationships with senior internal and external stakeholders	Essential
Delivering integrated communications campaigns	Essential
Working effectively and collaboratively on multiple projects and priorities, and delivering successfully against tight deadlines	Essential
Exceptional personal communications skills with a proven ability to build and maintain effective relationships, and a natural ability to influence others	Essential
Educated to Degree level or able to demonstrate a level of operational understanding consistent with Degree level	Essential

Knowledge, Training & Qualifications:

Knowledge of the workings of the British Government, Parliament, and devolved assemblies and administrations	Essential
Excellent written and verbal communication skills with the ability to translate complex policy into accessible briefings	Essential
Knowledge of the British and global sports environment and policy agenda	Desirable

Personal Attributes:

<i>Teamwork</i>	<ul style="list-style-type: none">• Builds effective relationships at all levels to influence and support others• Communicates in a clear and compelling manner, adapting style to inspire and meet needs of the audience, and uses appropriate interpersonal styles to influence others• Works effectively with colleagues in the Corporate Affairs team to deliver integrated campaigns
<i>Integrity</i>	<ul style="list-style-type: none">• Excellent problem solving and decision-making skills• Accuracy and attention to detail• 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• Maintains 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• Seeks opportunities to innovate and improve ways of working• Undertakes appropriate professional development• Helps others in the communications team grow and learn

Please note the closing date for applications is Tuesday 18th May 2021.