

FLEXIBLE TALENT BANK

Jobs	Administrative support, events, customer service or project related
Location	National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ

Who we are

The LTA is the National Governing Body for tennis in Great Britain, Channel Islands and the Isle of Man, and is responsible for developing and promoting the sport while safeguarding the integrity of tennis.

The vision for the LTA is “tennis opened up” and the mission for all those involved in delivering this vision to grow tennis by making it relevant, accessible, welcoming and enjoyable. This is an exciting time to joining the LTA mission in delivering our strategies and to continue to grow and sustain the sport.

Flexible Talent Bank

Everyone’s life is different and there are many reasons why a traditional full time working pattern may be difficult to undertake or difficult to commit to. At the LTA we have a “Flexible Talent Bank” (FTB) of colleagues which offers flexible temporary assignments when the needs arise.

The benefits of a FTB assignment are:

- Flexible working pattern
- Flexible hours
- Short periods of work – from a few days up to several months
- Opportunities for local people
- Opportunity to develop your skills
- Opportunity to learn and explore new and different areas of work

A career at the LTA is full of opportunity. You will join a team that is committed to deliver excellence in every aspect of the work they are involved in. Whether you become actively involved in one of our Tennis departments or join one of our Business departments, we believe the LTA can offer exciting opportunities for career development.

You could perform one of many roles, from business administration, reception and customer service, general assistant (cleaning and housekeeping), events and competitions, or project related and you could work in any of our teams; from Marketing or Finance, to Performance or Participation.

The FTB is open to anyone who is looking for flexible opportunities. We believe that our success is based on our people’s efforts, dedication and hard work. One of our main goals is to embrace diversity and build a diversity-friendly workplace. We welcome people from different backgrounds, with different skills but who will share our values of respect, integrity, passion and excellence.

We encourage applications from:

- local people
- parents following periods of leave
- anyone looking to go back into work after a career break
- retired people
- anyone looking for a career change or just to experience/ explore a new area of work
- students from local universities who have their holidays approaching
- or those who just love tennis

We thought that the best way to bring opportunities to life was to ask some of the FTB colleagues to describe their experience.

Simon Bate

“Prior to joining the LTA I have worked for BT in many different roles for 36 years. I took advantage of an early retirement offer and after a two year break came across the Flexible Talent Bank through conversations with friends.

I have worked for the LTA through the Flexible Talent Bank since March 2018. This has been over two separate spells, in the Performance Team and more recently the Safeguarding Team.

It has been a fantastic experience and I can honestly say that being at the NTC has been the most enjoyable working environment and atmosphere that I have ever worked in. This is due to a number of factors, but I would say the key ones are:

- *The many characters in the LTA with so much expertise in different areas of tennis – all fascinating to talk to and learn from*
- *The fantastic office environment and surroundings – a short walk to work for me!*
- *The team working and community spirit, everybody striving towards achieving the same ultimate LTA objectives*
- *The collective pride that all colleagues have in working for the LTA*
- *Friendships I have made that will definitely continue after I leave the LTA*
- *Enables a great understanding and appreciation of all aspects of the LTA i.e. the Regional Structure/ Participation/ Safeguarding/ Operations/ Tournaments/ Ballots/ High Performance/ Sports Science/ Analysis/ Tennis Foundation/ Juniors etc.*
- *Realisation of how much the LTA delivers*
- *The passion for the sport, evident across all the teams*
- *The staff benefits i.e. gym, courts, activities, pension etc*
- *Being close to the “action” and near players training etc provides a great insight into the LTA and is in itself inspirational for colleagues*

I would recommend the FTB to anybody in my position, i.e. someone who loves tennis and enjoys being involved in the sport but not necessarily working in a full time capacity.

I also think the principle of the FTB is beneficial to the LTA whereby FTB members can be used for short term assignments so that there is no long term commitment / obligations from the LTA perspective. So for all short term assignments there is mutual benefit for the FTB member and the LTA.”

Rebecca Brook

“I first heard about the Flexible Talent Bank (FTB), whilst I was a Tennis Coordinator at the University of Roehampton. As I was keen to pursue a career in tennis and the National Tennis Centre is close to the University of Roehampton and where I live, it was an ideal location for me.

I had made contacts at the LTA through my role as Tennis Coordinator and the LTA staff I knew were inviting and friendly. I sensed that there was a good team atmosphere and when the opportunity arose to apply for a FTB position, I applied straight away.

I was offered the role of Competitions Administrator on a full-time fixed term contract. The FTB also offers part-time work, which is suitable for students studying at University. It enables them to obtain the work experience they need for a full-time job. Although, the FTB offers temporary contracts, these are often extended. I was originally employed on a temporary contract from June-October, which was then extended until December.

The FTB helped me gain experience working at the LTA. This enabled me to apply for a permanent position, which I was fortunate to be given. The FTB provides great work experience and is a good ‘stepping stone’. It allows you to find out what you enjoy doing and if the working for the LTA is a career for you. I have now been working at the LTA for 10 months and enjoy working in such a positive environment”

What we offer

Our people are keys to the success of the LTA's work, so, in addition to salary we provide a competitive benefits package, discounts with partners, and great social activities, etc.

How to apply

If interested in being part of the Flexible Talent Bank, please email your CV and Cover letter to Rodica.Mirzac@lta.org.uk.

When sending the application please keep in mind the following important requirements:

- The subject line of the email must be "*Flexible Talent Bank*"
- In your Cover letter please explain:
 - the reason you would like to be part of the LTA Flexible Talent Bank
 - what would be the area(s) of interest
 - what skills/ background/ experience you have and could bring to the LTA to perform the role
 - please specify any requirements related to the assignment length
- All FTB candidates will be kept updated and informed of opportunities via email. And you will also be informed whether you will require having a further interview with your potential line manager. Shortlisting for each vacancy is completed taking consideration of each applicant's suitability for the role.

Please note:

- Some roles do require a DBS clearance
- If successful we will require you to provide two satisfactory references, one of which should be from your most recent employer (if applicable)
- When you send us your application, you also confirm that you have proof of your right to work legally in the UK
- If an application doesn't respect the previous requirements, is incomplete or inappropriate it will not be accepted and therefore deleted.
- Disability - if you require adjustments or support to assist you in the recruitment process at any time please contact a member of the HR team and we will provide the necessary support.