



British Taekwondo – Recruitment

CEO

Location – Office based in Manchester

Contract type – Full time

Closing date - 12pm, Friday 19 April 2019

Interview date – 2 May 2019 in Manchester

Job Description

Hours: 37.5 hours per week

Salary: £50-60K per annum (dependent on experience)

British Taekwondo is the National Governing Body for Olympic Taekwondo in Great Britain and the recognised Member National Association of World Taekwondo. With a 17,000 membership across the whole of the United Kingdom, the martial art & sport has a thriving club and instructor network. British Taekwondo work in collaboration with GB Taekwondo (the elite athlete and Olympic Programme Organisation) who are bringing a series of World Class events to Britain over the next 4 years.

British Taekwondo is currently looking to recruit a Chief Executive Officer to lead this exciting organisation.

The successful applicant will:

- Spearhead the strategic direction and culture of British Taekwondo and act as an ambassador for the organisation
- Ensure British Taekwondo works within agreed organisational values and consistently delivers against its strategic objectives
- Lead the day to day running of British Taekwondo, ensuring the effective delivery of its business plan and strategy
- Work with the Board of Directors on matters relating to workforce, finance, corporate governance, Taekwondo development and services, marketing, communications, public relations and risk management.
- Guarantee that safeguarding is embedded throughout the British Taekwondo in accordance with safeguarding legislation, British Taekwondo safeguarding policy, best practice guidance and education programmes.
- Build relevant value for British Taekwondo members, clubs, and instructors and ensure that clubs are developing and the membership increasing.
- Attract increased investment into British Taekwondo by maximising assets and continually raising the profile, image and reputation of the British Taekwondo brand amongst stakeholders.
- Create effective and collaborative delivery of Taekwondo by representing British Taekwondo at the highest levels including World Taekwondo, World Taekwondo Europe, Sport England, UK Sport, GB Taekwondo, members and stakeholder family, commercial partners.

The successful applicant will need to be passionate and committed to the development of Taekwondo nationally; be able to work under pressure, handle multiple priorities and meet deadlines. They will

need to demonstrate exceptional customer service, be able to work as part of a team with excellent planning, communication and presentation skills.

Occasional attendance at weekend Taekwondo events will be required.

Key responsibilities

- Define the British Taekwondo business plan and strategy in conjunction with the Board of Directors.
- Deliver the objectives of the British Taekwondo business plan and strategy with support of the Board of Directors, sub-committees, working groups and staff ensuring key performance indicators are monitored and delivered.
- Develop and present progress reports on the delivery of the business plan and strategy to the Board of Directors for regular monitoring and evaluation
- Develop and implement the British Taekwondo's marketing and public relations strategies
- Develop and maintain positive and productive relationships with key stakeholders such as World Taekwondo, World Taekwondo Europe, Sport England, UK Sport, commercial partners, members, GB Taekwondo and stakeholder family
- Comply with general data protection regulations (GDPR)
- Develop and maintain company policies and procedures.
- Develop and implement strategies to grow profitably, diversify income and manage budgets.
- Act as the accounting officer in accordance to guidelines and requirements set out by the Board of Directors
- Ensure that British Taekwondo is run with sound financial governance.

Skills & experience

- A proven track record in leadership, staff management and running a business, ideally at NGB sport CEO level.
- A dynamic leader with experience of managing change, and the ability to develop a culture of innovation and continuous improvement.
- Experience of commercial management, governance framework, safeguarding policies, disciplinary procedures and working with a Board.
- Knowledge of Taekwondo would be desirable.

British Taekwondo welcomes applications from all suitably qualified individuals regardless of race, gender, disability, religion / belief, sexual orientation or age. Candidates must be able to prove their eligibility to work in the U.K.

How to apply

All correspondence, including any questions you may have, as well as your submission of CV and cover letter email (outlining relevant experience and why you are suitable for the role) should be sent to recruitment@britishtaekwondo.org using "REF CEO"