



British Taekwondo – Recruitment

Independent Non-Executive Directors

Location – office based in Manchester

Contract type - Part time

Closing date – 12pm, Friday 19 April 2019

Interview date – 1 May 2019 in Manchester

Job Description

Term of Office: Three-year term from AGM (Nov 2019)

Hours: As required

Salary: £6K per annum plus expenses

Time commitment: As required, circa 20 days per annum

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.

We are seeking two Independent Non-Executive Directors (INEDs) to strengthen the Board.

INED 1 – Finance

INED 2 – Legal

The Board is responsible for Strategy, Finance, Governance, Membership, and the running of the Company which supports the development of taekwondo across Britain; it has overall scrutiny of all British Taekwondo activities including its Executive and Committees. Experience and understanding of these aspects will be helpful.

Board Directors would:

- Be appointed for a 3-year term with eligibility for a further 3-year term; such appointments are required to be approved by Members at the next Annual General Meeting in November 2019
- Attend bi-monthly week-day Board meetings which are currently held in Manchester where the British Taekwondo Head Office is based
- Be able and willing to commit between 5 -7 days per year for Board meetings, AGM and national events, plus work on British Taekwondo business matters and join conference calls away from meetings

Person Specification

INED 1 – Finance

British Taekwondo seeks an INED with a strong background in accounting, finance and business. The appointed candidate will be responsible for financial oversight, monitoring of budgets, finance planning and reporting, internal controls and audit and risk management. Due to British Taekwondo's plans for growth, experience of growth management would be advantageous. The appointed candidates will possess a high level of integrity.

INED 2 – Legal

British Taekwondo seeks to appoint an INED with a strong background in the law preferably with experience in operating in a sports organisation or in sports law. The appointed candidate will push British Taekwondo to excel in governance, compliance, policies and procedures. Leading on amends to the company's Articles to ensure they are fit for purpose for a modern and ambitious National Governing Body of Sport. Also providing support for commercial and partnership development, as well as basic contractual needs of staff and contractors as the organisation grows.

Successful candidates will be experienced leaders who has previously operated at Board level within an organisation. INEDs are crucial in challenging and driving the business forward, of course in a collaborative manner. As well as leading the organisation to reach its strategic objectives, it will be important to listen, analyse, question, and work as part of a team.

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 INED LEGAL' or 'REF INED FINANCE'.