



Job Description: Chief Executive Officer (CEO)

About us:

GB Taekwondo operates a coach led programme responsible for the preparation and performance of Britain's elite taekwondo athletes at major championships events including the Olympic Games. The GB Taekwondo Academy is based in Manchester where full time senior athletes train alongside our emerging talent on the National Lottery funded World Class performance and talent Development programmes.

GB Taekwondo aim to recruit and retain talented individuals through fair and effective recruitment and selection procedures. We value diversity and are committed to eliminating unlawful and unfair discrimination. Appointment will always be on merit.

Applications are welcomed from all people irrespective of age, sex, gender, sexual orientation, marital status, pregnancy/maternity/paternity/caring responsibilities, ethnic and cultural background, nationality, disability, religion or belief.

Safeguarding and promoting the welfare of children in GB Taekwondo is a priority and an integral part of the recruitment process.

About the post:

Location: National Taekwondo Centre, Ten Acres Sports Complex, Ten Acres Lane, Manchester, M40 2SP. Flexibility to Work from other Location.
Salary: Circa £80k
Hours of Work: 39 hours per week.

Closing date: Monday 13th December

Interview: w/c 20th December

This job requires an enhanced criminal records check and written reference(s) in relation to safeguarding/suitability to work with children, as well as continual professional development.

The CEO will be responsible for ensuring all operational aspects of the business are aligned to contribute to the best performance of the staff and athletes who are working for and engaged with GB Taekwondo's (GBT) World Class Performance Programme, the Talent development programmes, the International Relations strategy and the World Class events programmes. Plans for all these areas for the Paris cycle have been developed and it will be the CEO's role to ensure their effective implementation, refining as required.

The CEO will lead and be supported by the Senior Management Team. The SMT includes the two other Executive Directors (Performance and Finance Directors), HR Manager, Development Manager, Performance Manager, Logistics Manager and Business Operations Manager.



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The role will be fundamental to ensure that the Mission and Vision of the GBT business is achieved.

Through a collaborative and empowered employee model, the CEO will be responsible for providing decisive, strategic leadership to achieve efficient operation within the following:

Main tasks and areas of responsibility

General:

- Line Manage the PD/FD/HR Manager/Comms Manager/Business Ops Manager.
- Balance organisational focus across Paralympic, Olympic, Development, Governance, Events and Commercial activities.
- Seek ways to extend the current Talent Pathway to ensure a continuous supply of talent for the Development and Performance Programmes.
- Manage the team to the highest standard ensuring annual appraisals and personnel training plans are developed and delivered.
- Lead on the facilities development and maintenance strategy. Work in collaboration with UK Sport, Manchester City Council, and the Ten Acres facility management team to increase efficiencies and revenues.
- In conjunction with the Board, FD, and PD set all budgets and manage them effectively. Monthly management accounts, stakeholder reporting and forecasts are all the responsibility of the FD.
- Oversee Company Health and Safety compliance and maintain an effective risk register.
- Ensure the highest standards of ethical delivery through effective policies and compliance, particularly with UKAD and WADA Anti-Doping Standards.
- Manage and oversee GB Taekwondo's IT strategy.

Governance and athlete welfare:

- Ensure the right level of governance is in place to protect the business and comply with the UK Sport and Sport England Code of Governance. Look to exceed and make GBT an exemplar around governance, setting the gold standard for other sports.
- Support the PD and team to develop excellence in all areas of athlete welfare and safeguarding, making GBT an exemplar in this area.



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- Lead on GBT's Diversity and Inclusion Action Plan.
- Lead on GBT's annual Culture Health Check survey in conjunction with PD.

Marketing and events development:

- Capitalise on current success of GBT and secure greater financial stability via both commercial sponsorship and other new income streams, allowing the organisation to increase reserves and increase financial independence.
- Ensure all sponsor relationships are managed effectively to provide the best chance of continued investment.
- Oversee and further develop events strategy and ensure full maximisation of upcoming events for the benefit of both the sport and GBT both on a financial and reputation basis.
- Oversee the branding of GBT's assets (athletes, programmes, team success and events) and of all external communication of news, to ensure consistency and positive messaging.
- Develop the marketing and PR strategy and work with internal team to deliver a consistent image.

Stakeholder management:

- Represent and champion GBT with key partners including UK Sport, Sport England, British Taekwondo, World Taekwondo, BOA, BPA, MCC and GLL.
- Act as the Accountable Officer, being accountable to UK Sport/Sport England for GBT's management and use of funding including all submissions made to the funding agencies pursuant to the Funding Agreement and demonstrating to the agencies how the organisation has applied the funding to achieve the successful implementation and delivery of Programmes.
- Support the PD in driving the Sport England funded development programme mission.
- Work with the PD to deliver the GBT International Relations strategy particularly with the world governing body and the European governing body.
- Contribute to any GBT strategic reviews that are conducted annually by all stakeholders.

Person Specification:

- Experience of Finance/Budget Management and oversight
- Experience of strategic leadership in an empowering culture



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- Possess the ability and personality to get the best from senior reports through a combination of clear leadership, support and motivation
- experience of managing/delivering governance in an organisation and awareness of the UK Sport Governance code [This point (linked to points below about leadership experience and commercial skills), could be strengthened to reflect a preference for candidates with experience of managing/delivering governance in an organisation (i.e. demonstrable experience in delivery of Governance, rather than just understanding).]
- Possess the attention to detail required to ensure processes are robust, transparent and carried out
- Possess a broad understanding of athlete welfare considerations within elite sport
- Experience of forming and implementing clear strategy
- Experience of public funding documents and submission is highly desirable
- Senior leadership experience within a sporting organisation is highly desirable
- Commercial skills and experience are highly desirable, with a view to generating new revenue streams
- The ability to work in Manchester as the main base, or on a split location basis
- Good understanding of or experience of Major Events given the importance of this area to GBT Strategy and Olympic/Paralympic qualification
- The passion, desire and ability to see GBT become the leading organisation of its kind in the world and an exemplar in the UK High Performance system

To be shortlisted you will need to demonstrate using examples in your CV/covering Letter that you have the experience and competencies listed, as outlined.

Please return CV with a covering letter to hr@gbtaekwondo.co.uk or garry.adams@gbtaekwondo.co.uk