

Job Description: Development Manager

About us:

British Taekwondo is the National Governing Body for Olympic Taekwondo in Great Britain, serving a 700 strong club network across the United Kingdom.

Our core business supports and regulates club activity, competition, and teams across the different disciplines of the Martial Art, Olympic & Paralympic combat sport and Non-contact Poomsae. British Taekwondo also works closely with GB Taekwondo, the high-performance arm responsible for Olympic & Paralympic programs.

British Taekwondo aims to recruit and retain 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.

About the post:

British Taekwondo is looking for an experienced and motivated individual to join our small operational team, leading on the development of innovative strategies, projects, and delivery plans that all support our growing club network, group of motivated coaches and membership.

This senior leadership role will entail line management of development department staff and insight resource, and close cooperation with the CEO, board, and volunteer led technical departments to create significant education opportunities and pathway programs.

The role also entails leading projects to create new sustainable business models with innovative club products and services that diversify and expand British Taekwondo's offer to our clubs across the different disciplines of the Martial Art and Sport.

Location: British Taekwondo Head Office, Manchester Regional Arena, Etihad Campus, Rowsley Street, Manchester M11 3FF
A partial working from home and main office arrangement is possible

Travel: Limited and office based. The successful candidate may be expected to agree to some reasonable travel to fulfil this role.

Salary: Commensurate with experience – circa £33K - £39K

Hours of work: 37.5 hours per week.

Contractual Status: Full time Contract

Start date: 1st November 2021

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JOB PURPOSE & MAIN RESPONSIBILITIES

Reporting to the Chief Executive Officer and British Taekwondo Board, you will be responsible for:

Acting as the designated person within our organisation with primary responsibility for the development of National programs of sport development and education programs.

Primary responsibilities;

- To lead our development department, line manage staff and any additional insight resources
- Research, gain insight, devise and deliver development strategies that support our extensive club network, encouraging and incentivising growth
- To drive the ongoing development of coach education programs and pathways, across all disciplines of Taekwondo
- To work with the volunteer led technical departments to dovetail technical education programs with BT's main club coach education plans
- To align the volunteer led technical departments technical examiner education and registration programs with BT's central admin functions
- Create new support tools and services for clubs that assist growth, diversifying the offer across all the different aspects and disciplines
- Create innovative and engaging Taekwondo participation models for different ages and abilities that clubs can adopt
- Examine adaptive training models for people with disability
- Develop project to introduce Taekwondo onto Primary & Secondary & Higher Education syllabus's
- Lead on developing community engagement strategies and line manage local development officers.
- To work alongside the membership, events, and marketing team to effectively drive projects forward.
- To liaise with, prepare for and report to regular BT Board meetings
- To work with British & GB Taekwondo boards and contribute to the development of joint ventures around pathway

Including;

- The planning, organisation, administration, and delivery of various development plans described in British Taekwondo's ten-year strategy plans, working to defined timelines and project plans.
- To line manage local development, club products and education officer level staff as needed to deliver strategic objectives.
- Any other development related activity that is required from time to time, contributing to the success of the club network and British Taekwondo operation.

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Required Knowledge

- Experience of sports development
- Experience of leadership and project management within a sports administration setting
- Experience of reporting to boards and line managing staff
- Experience of creating and leading on strategy development.
- Experience of working with staff, contractors & volunteer workforces.
- Proficient in Microsoft IT packages including word, excel & power point.

Desirable Skills & Experience

- Knowledge or experience of working within development for a sporting National Governing Body (NGB) or organisation that delivers similar development programs.

Competencies

- Solves problems creatively by identifying the problem, evaluating the alternatives, and finding innovative solutions
- Strong interpersonal and communication skills, developing effective relationships both internally and externally
- Understands the marketing, digital and media landscape
- Ability to promote and demonstrate anti-discriminatory practice
- Advice and support-provision skills at all levels
- Sets high standards and strives for continuous improvement in self and others
- Always behaves in a professional manner that is fair, open, and transparent
- Understands the need for respect and confidentiality
- Can demonstrate the ability to develop project plans
- Administration and systems (records) management skills
- Expresses both orally and in writing, ideas and information in ways that are appropriate, accurate and concise
- Clean driving licence.
- Passport holder with no travel restrictions.
- To be available to work occasional unsociable hours.
- Be willing to travel throughout the UK and overseas if necessary

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How to apply

Please submit your CV with a covering letter outlining your relevant experience and why you are suitable for this role.

And send to: recruitment@britishtaekwondo.org

Please be advised, due to the expected high interest in this role, we will only be considering applications from those who have experience in sports development, strategy, project planning and delivery, with priority given to those with more than 3 years previous experience of working in the sector

We will also not accept approaches from / via recruitment agencies

Closing Date for Applications: 5pm on Friday 8th October 2021

Interviews: W/C 11th October 2021

(Convenient dates to confirm)