

Role Description: Operations Manager

Sport Performance Department

About us:

British Taekwondo is the National Governing Body for the Martial Art & Olympic sport of Taekwondo in Great Britain, serving a 700 strong club network with a 18,000 membership across the United Kingdom.

Our core business and small number of staff supports and regulates member club activity, events, competitions and teams across the Olympic combat sport, Poomsae (forms) and traditional Martial Art disciplines.

British Taekwondo works closely with and supports our expert led volunteer workforce departments who drive our policies and grow participation.

British Taekwondo also collaborates with GB Taekwondo, the high-performance arm responsible for Olympic sport & Paralympic sport programs.

British Taekwondo always aims to recruit and retain individuals through fair and effective recruitment and selection procedures. We value equality & diversity and are committed to eliminating unlawful and unfair discrimination. Appointments 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 this post:

British Taekwondo is looking for an experienced and motivated individual to join one of our volunteer workforce departments, responsible for the development and management of our Sport Performance Program in Great Britain and Northern Ireland.

This would include the review & development of participation strategies and delivery structures to develop a world leading sport performance program for our Cadet, Under 21 and University athlete members, utilizing and growing a pool of highly skilled coaches and support teams with robust and fair selection policies.

Location:	Various – attending and leading meetings as needed
Travel:	The successful candidate will be expected to agree to some reasonable travel to fulfil this role.
Remuneration:	Voluntary role (reasonable travel expenses covered according to agreed expenses policy)
Hours of work:	As required to fulfil role
Contractual Status:	Ad hoc contractor
Term:	3-year appointment (subject to annual performance review)
Start date:	1 st October 2020

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ROLE PURPOSE & MAIN RESPONSIBILITIES

Reporting to the Sport Performance Department Chair, you will be responsible for:

Acting as the designated person within British Taekwondo with primary responsibility for the general management of Sport Performance Department documentation, policies, databases and budgets, providing the day-to-day oversight of department activity, internal communication within the department and administrative link to the British Taekwondo office.

The post will include participation in the development and review of policies, procedures and training materials to help to develop a robust, 4-year strategic plan to create a world leading performance & education structure, resulting in a pool of highly skilled, motivated and medal winning athletes on the international stage.

Key responsibilities:

- Collating, managing and documenting departmental strategic plans and activities for the next 4-year cycle
- To ensure all departmentally agreed policies and procedures are in place and approved by the British Taekwondo board
- Arrange departmental meetings and regularly reporting progress to the Chair / members
- Budget setting & day to day management
- Day to day administrative and communications link with the BT office
- Drive calendar of activity and managing the performance calendar
- Communication with all BT officials at all levels
- Liaison with Sport Referee and Events departments alongside department chair
- Management and documentation of all Sport Performance policies & procedures
- Management of a secure athlete contact and results database
- Management and documentation of team selection policies & procedures
- Management and documentation of team staff appointment policies & procedures
- Management and documentation of any feedback, scoring and talent ratings
- Management of event invitations, responses and welfare
- Discipline & Complaints policies, procedure and management, in liaison with BT Safeguarding & Compliance manager
- Incident reporting policy, procedure and management
- Revenue creation strategy (GB opportunities, Seminars, Equipment, Merchandise)
- Other duties as may reasonably be required.

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Required Experience & Knowledge

The successful candidate should have experience in the following:

- Policy development and formatting
- Development and research
- Budget management at a high level
- Report writing and presentation

Knowledge and Understanding of:

- Sport and its role in communities, performance, participation, and volunteers
- World Taekwondo sport competition rules and management methods
- The General Data Protection Regulation (GDPR) and its implications
- Management of complaints and grievances processes

Competencies

- Ability to Engage and Motivate Others; Drive to Achieve Results working with strict deadlines.
- Possesses tact and diplomacy
- Ability to promote and demonstrate anti-discriminatory practice
- Advice and support-provision skills at all levels
- Communication skills
- Ability to commit to the time requirements of the post, prioritising to meet deadlines and turn around daily work
- Ability to develop and produce national level policies, guidance and resources
- Ability to manage conflict in a calm and professional manner to bring people together
- Sets high standards for self and is dissatisfied with average performance
- Behaves at all times in a professional manner that is fair, open and transparent, with discretion, sensitivity & confidentiality
- Understands the need for respect and confidentiality
- Can demonstrate the ability to develop project plans
- Builds effective relationships both internally and externally
- Be willing to undertake reasonable travel to fulfil duties
- Administration and systems (records) management skills
- Expresses both orally and in writing, ideas and information in ways that are appropriate, accurate and concise
- Solves problems creatively by identifying the problem, evaluating the alternatives and finding innovative solutions
- Proficient in Microsoft IT packages including Word, Excel and PowerPoint
- Clean driving licence.

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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

Closing Date for Applications: **FRIDAY 25TH SEPTEMBER 2020**

Interviews: **W/C 28TH SEPTEMBER 2020**

(convenient dates to confirm – this will be via a video call)

If you have any questions or would like to discuss this opportunity further, please contact Ian Leafe, Chief Executive Officer of British Taekwondo on email ian.leaf@Britishtaekwondo.org