

## Role Description: Education & Progression Manager Sport Taekwondo Referee Department

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### 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 the 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 Olympic & Paralympic sport referees and technical officials in Great Britain and Northern Ireland.

This would include the review & development of strategies, policies and delivery structures to develop a world leading education program, creating a pool of highly skilled domestic and internationally qualified sport Taekwondo technical officials.

<b>Location:</b>	Various – attending and leading meetings as needed
<b>Travel:</b>	The successful candidate will be expected to agree to some reasonable travel to fulfil this role.
<b>Remuneration:</b>	Voluntary role (reasonable travel expenses covered according to agreed expenses policy)
<b>Hours of work:</b>	As required to fulfil role
<b>Contractual Status:</b>	Ad hoc contractor
<b>Start date:</b>	1 <sup>st</sup> November 2020

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### **ROLE PURPOSE & MAIN RESPONSIBILITIES**

Reporting to the Referee Department Chair and Operations Manager, you will be responsible for:

**Acting as the designated person within British Taekwondo with primary responsibility for the co-ordination and delivery of the Kyorugi referee & technical official education, training & mentoring programs.**

**The post will include the reviewing and development of new policies, procedures and training materials to develop a robust, world leading education and progression program throughout the British Taekwondo Referee department, creating a pool of highly skilled domestic and internationally qualified Kyorugi referees and Technical officials**

#### **Other Duties:**

- Contribute to the departmental development and delivery of the 4-year strategic plan for referees and technical officials
- Creating and delivering domestic training programmes that are aligned with the Kyorugi Referee Department's objectives
- Plan & organise education course activity, format and delivery working closely with the Referee Director & Operations Manager
- Manage education program calendar in consultation with Operations Manager
- Define, develop and implement Referee mentoring program and policy
- Implementation of Domestic and IR Referee Promotions Policy
- Organise promotion assessment panels
- Ensure referee safeguarding policies & procedures align with British Taekwondo policies
- Delivery of referee promotion assessment panel Working closely with various stakeholders across the organisation and having a full understanding of their units and training requirements
- Periodically reporting progress to the Referee Department Chair & Operations Manager
- Acting as the go to within the business for anyone with questions or queries regarding training and development plans
- Having an awareness of the allocated budget and an ability to find solutions in order to implement the required training
- Building relationships with training providers
- Ensure robust training database is developed and maintained
- Ensure all referee rule updates are documented and disseminated to active referees.
- Conduct policy reviews and updates.
- Other duties as may reasonably be required.

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### Required Knowledge

Knowledge and Understanding of:

- Sport and its role in communities, performance, participation, and volunteers.
- Experience in learning course design
- Experience in training and project development
- Experience of policy development and formatting
- Budget management
- General Data Protection Regulation (GDPR)
- Risk assessments and risk management reporting.

### 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 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](mailto:recruitment@britishtaekwondo.org)

Closing Date for Applications: **FRIDAY 2<sup>ND</sup> OCTOBER 2020**

Interviews: **W/C 5<sup>TH</sup> OCTOBER 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](mailto:ian.leaf@Britishtaekwondo.org)