

Role Description: Technical Support Manager Sport Taekwondo Referee 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 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.

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
Start date:	1 st November 2020 (or earlier if available)

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ROLE PURPOSE & MAIN RESPONSIBILITIES

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

Providing technical project support to the Referee Director, Operations and Education Managers.

Acting as the designated person within British Taekwondo with primary responsibility for the co-ordination and delivery of promotional activity, marketing materials and publicity notices in a variety of media, relating to the sport Taekwondo Referee Department, BT Referees and other sport technical officials.

The post will also include supporting the wider development, planning and managing of a marketing strategy and delivery of campaigns to promote the departments products and services.

Other Duties:

- Contribute to the departmental development and delivery of the 4-year strategic plan for referees and technical officials
- Creating and delivering a strategic marketing and communications plan that is aligned with the Department's objectives
- Supporting the development and implementation of a Benefits Strategy program for referees
- Supporting the development and implementation of a Rewards & recognition Program
- Supporting the development and implementation of a Revenue growth strategy
- Supporting the development and implementation of a Brand strategy
- Periodically reporting progress to the Referee Department Chair and Operations manager
- To research, write, proof-read and edit all media content, implement and manage media campaigns, and deliver public relations and communications plans.
- Responsible for the management of budgets
- Work with stakeholders or promotional agencies to develop the creative theme for the campaign
- Analyse data relating to campaigns against trends and target audience to determine the most effective promotional offer
- Establish schedules covering design, development, production and distribution of campaign material to meet launch dates
- Other duties as may reasonably be required

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Sport Taekwondo Referee Department

Required Knowledge

Knowledge and Understanding of:

- Sport Taekwondo and its role in events, referee performance, participation, and volunteers.
- Advertising, marketing project management
- The use of a range of social media platforms, particularly in relation to advertising/branding and customers
- Knowledge and understanding of algorithms and search engine optimisation
- Experience of policy development and formatting
- Budget management
- General Data Protection Regulation (GDPR)
- Report writing and presentation

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 2ND OCTOBER 2020**

Interviews: **W/C 5TH 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