

Role Description: Education Program Manager Martial Art Performance Department

About us:

British Taekwondo is the National Governing Body for the Martial Art & Olympic sport of Taekwondo in Great Britain, serving a strong club network with a diverse 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 Kup & Dan grade education within our Martial Art Performance department in Great Britain and Northern Ireland.

This would include the review & development of participation strategies and education pathway structures to develop a world leading Dan & Kup grade performance and excellence program for our Coloured belt, Black Belt, higher Dan master grades and examiners, to create a large and growing family of highly skilled Dan & Kup grade members with high quality education opportunities.

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 April 2021

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ROLE PURPOSE & MAIN RESPONSIBILITIES

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

Acting as the designated person within British Taekwondo with primary responsibility for the co-ordination and delivery of Kup, Dan and Master grade education, training & mentoring programs.

Working with the Technical Director and other specialist coaches, the post will include the reviewing and development of syllabus's, policies, procedures and training materials to create a robust, leading education and progression program throughout the British Taekwondo Kup & Dan grade family, creating a pool of highly skilled domestic and internationally experienced members.

Key Responsibilities

- Contribute to the development and delivery of the 4-year strategic plan for the Martial Art Performance department
- Define, develop and implement Kup & Dan grade education program
- Define, develop and implement Master grade education & mentoring program
- Plan, organise and promote education course activity, working closely with the Technical Director, Operations Manager and Martial Art Events Department.
- Manage education program calendar in consultation with Operations Manager & Martial Arts Events Department.
- Publish and promote standardised Kup, Dan & Master grade syllabus's, working closely with the Technical Director and Operations Manager.
- Development of Kup & Dan grade teaching aids and coaching tips (with Technical Director)
- Publication and promotion of specialist area training programs
- Ensure safeguarding policies & procedures align with British Taekwondo policies
- Working closely with various stakeholders across the organisation and having a full understanding of their units and training requirements
- Periodically reporting progress to the Department Chair & Operations Manager
- 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
- Conduct policy reviews and updates.
- Other duties as may reasonably be required.

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Required Knowledge

Knowledge and Understanding of:

- WT style Taekwondo as a Martial Art and its role in communities, performance, participation, and volunteers.
- Pedagogy with some experience in education program 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

- BT member
- High level WT Taekwondo Martial Art experience
- 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

Closing Date for Applications: **FRIDAY 12TH FEBRUARY 2021**

Interviews: **W/C 22ND FEBRUARY 2021**

(convenient dates to confirm – this will be as a zoom 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