

## Role Description: Education Program Manager Martial Art Performance 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 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 & 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 is a program management role.

(Whilst some knowledge of Taekwondo structures is preferable, high level technical skills or high Taekwondo rank are not necessary). **If you have great strategic planning, project leadership and logistical delivery skills – then this role is for you!**

<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>	Volunteer
<b>Term:</b>	3-year appointment (subject to annual performance review)
<b>Start date:</b>	June 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 coordination and delivery of Kup, Dan and Master grade education, training & mentoring programs.**

**Working with the Technical Program manager and the team of 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 members.**

### **Key Responsibilities**

- Organise and roll out logistics of Martial Art technical excellence program for Dan and Kup grades
- Contribute to strategy development
- Appoint specialist technical coaches from accredited pool, to deliver programs / sessions / series of sessions as required
- Organise upskilling and training opportunities for specialist instructors / coaches
- Publish and promote the standardized Martial Art training syllabuses to BT clubs
- Development of Kup & Dan grade teaching aids and coaching tips (with Technical Program)
- Ensure alignment of departmental programs with BT coach & assistant coach qualifications, identifying upskilling opportunities
- Manage education program calendar in consultation with Operations Manager
- Manage activity sub-budgets
- Other duties as may reasonably be required

### **Required Knowledge & Experience**

- Training and project development (Pedagogy /education program design)
- Some understanding of Taekwondo as a Martial Art and its organisational structures
- Logistics and event management
- Budget management.
- Be a BT member

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### Competencies

- Ability to engage and motivate others with drive to achieve results to deadlines
- Possesses tact and diplomacy
- Ability to promote and act in accordance with BT's equality & diversity policies.
- 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
- Always behaves 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
- Valid driving licence.

### 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 28<sup>th</sup> May 2021**

Interviews: **W/C 7<sup>th</sup> June 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](mailto:ian.leaf@Britishtaekwondo.org)