

Role Description: Operations 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 & 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 Martial Art Performance Program 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!**

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:	Volunteer
Term:	3-year appointment (subject to annual performance review)
Start date:	June 2021

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Martial Art Performance Department

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 general management of Martial Art 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 and motivated Kup & Dan grade members, Masters & Examiners

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 Poomsae & Sport Performance departments to ensure educational alignment
- Management and documentation of all Martial Art Performance policies & procedures
- Management of any secure member or participant databases
- Management and documentation of any selection policies & procedures
- Other duties as may reasonably be required.

The successful candidate should have knowledge & experience in the following:

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

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Martial Art Performance Department

Competencies

- A demonstrable track record of successful operational management
- 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
- Good 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

Closing Date for Applications: **FRIDAY 28th May 2021**

Interviews: **W/C 7th June 2021**

(convenient dates to confirm – this will be via 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