

Role Description: Technical 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 & 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 with strategic leadership and project management skills to join one of our volunteer workforce departments, responsible for the development and delivery of our Martial Art Performance Program in Great Britain and Northern Ireland.

This is a program leadership 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 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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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 technical program development of the traditional Martial Art in Great Britain & Northern Ireland.

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

Key responsibilities:

- Contribute to strategy development alongside the chair and other department managers
- Develop a Martial Art technical excellence program for Dan and Kup grades
- Identify, accredit, and manage a pool of specialist coaches / instructors to deliver programs / sessions / series of sessions
- Bring together a subgroup of specialist technical instructors / coaches as required to:
 - Develop technical elements of programs
 - Develop and test standardized Martial Art training syllabus modules for each Dan & Kup grade
 - Introduce innovative online learning & practical teaching tools
 - Develop and implement a robust technical excellence framework and common national syllabus for the following six specialised areas of the Martial Art:
 - Basic Technique
 - Poomsae (in liaison with the Poomsae performance department)
 - Step Sparring
 - Self Defence
 - Breaking
 - Sparring
- Develop an upskilling program for specialist technical coaches for continued learning
- Support Education and Examiner roles – ensuring alignment with core program
- Other duties as may reasonably be required.

Required Experience & Knowledge

The successful candidate should be /have:

- Strategic project management and leadership experience
- Some knowledge of WT Taekwondo as a Martial Art and its organisational structures
- Education program creation and delivery experience
- Be a BT member

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Competencies

- A demonstrable track record of successful program / project 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 respond to Taekwondo queries within fast paced timescale
- 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
- 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 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