

Role Description: Chair

Sport Performance 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 lead and chair one of our volunteer workforce departments, responsible for the development and management of our Sport Performance Program in Great Britain and Northern Ireland.

This would include chairing of meetings, review of the performance of department members, the review and monitoring of participation strategies and delivery structures that develop a world leading sport performance program for our Cadet, Under 21 and University athlete members, utilizing and growing a pool of highly skilled coaches to create a deep talent pool of athletes.

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 November 2022

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ROLE PURPOSE & MAIN RESPONSIBILITIES

Reporting to the Chief Executive Officer of British Taekwondo, you will be responsible for:

Acting as the designated person within British Taekwondo with primary responsibility for leading and monitoring the Sport Performance Department and its activities.

The post will include the leading of a review of all existing policies and the 4-year strategic plan to create a world leading performance & education structure, resulting in a pool of highly skilled and motivated medal winning athletes on the international stage.

**Experience of running businesses, developing strategy and leading people is essential.
Experience in Taekwondo itself is not essential**

Key responsibilities:

- Leading the department to enable it to fulfil its purpose.
- Driving the implementation and review of a 4-year strategy.
- Maintaining an open communication ethos, to achieve common goals and targets
- Link with the WT/WTE Sport Department as needed in liaison with BT CEO
- Oversee International event selection policies and procedures
- Facilitate and Chair International event selection panels
- To ensure all departmentally agreed policies and procedures are in place and approved by the British Taekwondo board
- Periodically reporting progress to the Board via the CEO of British Taekwondo
- Chairing a minimum of 3 department meetings per annum, in an open, fair and constructive manner, ensuring:
 - A balance is struck between timekeeping and space for discussions.
 - Decisions, actions and deliberations are adequately minuted.
 - The implementation of decisions is clearly assigned and monitored.
- Liaison with Sport referee and events departments alongside operations manager
- Conducting annual performance reviews alongside British Taekwondo CEO
- Monitor progress vs planned across the department deliverables
- Ensure meetings and events are properly supported
- Support department office holders and managers as needed to fulfil their roles.
- Document, monitor and track department member action points
- Ensure an effective relationship between the department, BT staff, volunteers and external stakeholders
- Any other duties as may reasonably be required.

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Required Experience & Knowledge

The successful candidate should have experience in the following:

- Chairing or leading a department structure, including setting strategic direction, managing people, strategic financial acumen, budget forecasting and cost improvement programmes.
- Strategy development and project management
- Research & policy development
- Report writing and presentation

Knowledge and Understanding of:

- Sport and its role in communities, performance, participation, and volunteers.
- Corporate governance

Desirable Experience & Knowledge

- Some understanding of World Taekwondo or sports organisations management structures including the Code for Sports Governance would be helpful but is not essential should candidates have strong leadership skills.

Competencies

- A willingness and ability to lead and set example to others
- 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 21st October 2022**

Interviews: **W/C 24th October 2022**

(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