

Role Description: Administration & Finance Manager Sport Taekwondo Referee 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 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 Olympic & Paralympic sport referees and technical officials in Great Britain and Northern Ireland.

This would include the review & development of strategies, policies and structures to deliver a world leading education program, creating a pool of highly skilled domestic and internationally qualified sport Taekwondo technical officials.

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:	1 st March 2023 (or sooner)

Role Description: Administration & Finance Manager Sport Taekwondo Referee Department

ROLE PURPOSE & MAIN RESPONSIBILITIES

Reporting to the Sport Taekwondo Referee Department Chair, you will be responsible for:

Acting as the designated person within British Taekwondo with primary responsibility for the general management of Sport Taekwondo Referee 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, world leading education program throughout the British Taekwondo Sport Taekwondo Referee department, creating a pool of highly skilled domestic and internationally qualified Kyorugi Taekwondo referees and technical officials.

Key responsibilities:

- Collating and managing all documentation of departmental strategic plans and activities for the next cycle
- Budget setting & day-to-day management
- Day-to-day administrative link with the BT office
- Monitor calendar of activity and overall management of the referee calendar (competition, education and conflicts with other BT departments' activities)
- Communication with all BT officials at all levels
- Management and documentation of secure accredited officials' databases
- Management of referee and technical official artefacts (eg: chief referee documents for events)
- Administration and documentation of:
 - All Sport Referee policies and procedures
 - Domestic event policies and procedures
 - Referee event selection procedures
 - National Championship events referee selection procedures
 - Event referee invitations, responses and welfare
- Other duties as may reasonably be required.

Role Description: Administration & Finance Manager Sport Taekwondo Referee Department

Required Experience & Knowledge

The successful candidate should have experience in the following:

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

Knowledge and Understanding of:

- Sport and its role in communities, performance, participation, and volunteers
- The General Data Protection Regulation (GDPR) and its implications
- Complaints and grievances processes

Competencies

- 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 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 and is dissatisfied with average performance
- Behaves at all times in a professional manner that is fair, open and transparent, with discretion, sensitivity, 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

Role Description: Administration & Finance Manager Sport Taekwondo Referee Department

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 5th February 2023**

Interviews: **W/C 8th February 2023**

(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 Paul Timms, Chair of the Sport Referee Department on email Chair.sportreferees@Britishtaekwondo.org