

Role Description: Education & Progression 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 the 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
Start date:	1 st March 2023 (or before)

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ROLE PURPOSE & MAIN RESPONSIBILITIES

Reporting to the Referee Director, you will be responsible for:

Acting as the designated person within British Taekwondo with primary responsibility for the co-ordination and delivery of the Kyorugi referee & technical official education, training & mentoring programs.

The post will include the reviewing and development of new policies, procedures and training materials to develop a robust, world leading education and progression program throughout the British Taekwondo Referee department, creating a pool of highly skilled domestic and internationally qualified Kyorugi referees and Technical officials

Other Duties:

- Contribute to the departmental review and delivery of the strategic plan for referees and technical officials
- Creating and delivering domestic training programmes that are aligned with the Kyorugi Referee Department's objectives
- Plan & organise education course activity, format and delivery working closely with the Referee Director
- Manage education program calendar in consultation with Finance and Administration Manager
- Define, develop and implement Referee mentoring program and policy
- Organise promotion assessment panels in conjunction with Referee Director
- Ensure referee safeguarding training aligns with British Taekwondo policies
- Periodically reporting progress to the Referee Department Chair & Referee Director
- Acting as the go to within the department for anyone with questions or queries regarding training and development plans
- Having an awareness of the allocated budget and an ability to find solutions in order to implement the required training
- Building relationships with training providers
- Ensure robust training database is developed and maintained
- Ensure all referee rule updates are documented and disseminated to active referees as directed by Referee Director.
- Conduct policy reviews and updates.
- Other duties as may reasonably be required.

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Required Knowledge

Knowledge and Understanding of:

- Sport and its role in communities, performance, participation, and volunteers.
- Experience in training and project development
- Experience of policy development and formatting
- General Data Protection Regulation (GDPR)
- Risk assessments and risk management reporting.

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 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 & 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

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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 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