

## Role Description: Talent & Technical Program Administrator

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### About us:

British Taekwondo is the National Governing Body for Olympic Taekwondo in Great Britain, serving a 600 strong club network across the United Kingdom. Our core business supports and regulates club activity, competition, and teams across the different disciplines of the Martial Art, Olympic & Paralympic combat sport and Non-contact Poomsae. British Taekwondo also works closely with GB Taekwondo, the high-performance arm responsible for Olympic & Paralympic programs.

British Taekwondo aims to recruit and retain individuals through fair and effective recruitment and selection procedures. We value diversity and are committed to eliminating unlawful and unfair discrimination. Appointment 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 a motivated and experienced individual with great admin, logistical and organisational skills to support our talent and technical program development operations.

Reporting to and working with development and technical department colleagues, this varied and interesting role will administer our athlete and coaching talent programs, including support for technical official education operations to provide administrative resource, centralised data processing, record keeping, budget management and pathway event logistics support.

**Location:** British Taekwondo Head Office\*  
House of Sport Manchester, Gate 13 Rowsley Street, Etihad Campus  
Manchester M11 3FF  
\*A split working from home / main office / GB Taekwondo arrangement would apply

**Travel:** Limited and office/working from home based.  
The successful candidate may be expected to agree to some reasonable travel to fulfil this role.

**Salary:** Commensurate with experience – circa £24K - £28K

**Hours of work:** 37.5 hours per week.

**Contractual Status:** Full time Contract

**Start date:** 1<sup>st</sup> March 2024 or sooner

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### **JOB PURPOSE & MAIN RESPONSIBILITIES**

Reporting to the Development Manager and technical coaching leads, you will be responsible for supporting the administration of British Taekwondo talent programs, including coaching talent and technical official education programs, maintaining databases and budgets, providing the day-to-day administrative link and internal communication with the British Taekwondo office, GB Taekwondo, technical departments and their participants.

The post will also include assisting and leading on logistical preparations for selections, camps, squad and team events, plus logistics for competition participation domestically and overseas. The role also supports the delivery of coaching talent and technical official education activity.

The primary responsibilities for this role will be to:

#### **Key responsibilities:**

- Manage annual regional & national training program dates and locations in collaboration with technical performance department colleagues.
- To ensure all departmentally agreed policies and procedures are in place and applied to all activity.
- Oversee central day to day budget management of agreed program income & expenditure
- Manage day to day communications with the British Taekwondo office staff & technical departments.
- Monitor and publish updated calendar of training and education activity in collaboration with the technical department leads
- Handle communications with squad, team, coaches and technical officials as needed
- Management / delegation of secure methods of fees collection
- Booking of suitable venues and arrangement of equipment
- Management of training invitations, responses and welfare in liaison with technical leads
- Incident reporting and management
- Management and documentation of all Talent & Coach Education policies & procedures
- Management of secure athlete, coach & technical official contact and results databases
- Management and documentation of selection policies & procedures.
- Management of event invitations, responses and welfare
- Other duties as may reasonably be required.

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### Required Experience & Knowledge

The successful candidate should have experience in the following:

- Logistics delivery and administration
- Project leadership
- Business operational skills
- Budget management
- Report writing and presentation

### Competencies

- Administration and systems (records) management skills
- Communication skills
- Ability to Engage and Motivate Others; Drive to Achieve Results working with strict deadlines.
- Possesses tact and diplomacy
- Advice and support-provision skills at all levels
- Ability to commit to the time requirements of the post, prioritising to meet deadlines and turn around daily work
- 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
- Ability to promote and demonstrate anti-discriminatory practice
- 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
- 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](mailto:recruitment@britishtaekwondo.org)

Closing Date for Applications: **FRIDAY 19<sup>th</sup> January 2024**

Interviews: **W/C 22<sup>nd</sup> January 2024**

(convenient dates to confirm – this may be via a video call or in person – to confirm)

If you have any questions or would like to discuss this opportunity further, please contact Sarah Howard, Safeguarding & HR Manager on email [safeguarding@Britishtaekwondo.org](mailto:safeguarding@Britishtaekwondo.org)