

Job Description: Disability Sports Development Officer



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.

Our fully accessible office is located at House of Sport at the Etihad Campus in Manchester. The office is easily accessible using a range of modes of transport and is within easy walking distance from Manchester city centre. Parking is available.

We use a flexible working model of 1 plus days in our office at House of Sport and working from home.

We offer 25 days' holiday (increasing by one day with each year of service) + 8 public holidays and Christmas Closure.

We have a competitive Pension scheme alongside Life Assurance and a Health Cash Plan.

About the post:

British Taekwondo is looking for a motivated and experienced individual, to join our small operational team to support our club network in the provision of diversified Taekwondo based activity that makes genuine and sustainable differences to the lives of people with physical and mental impairment.

This varied and interesting role will support our development team with the research, development and day-to-day management of new Taekwondo themed training models that our club and coach network can deliver for people with disability, both within the club setting and in the wider community via specific outreach projects.

The role will also help develop and deliver British Taekwondo's Para sport strategy and Para Poomsae strategy, growing opportunities for our budding Para athletes across all disciplines of the Martial Art and Paralympic sport.

This will entail detailed engagement with funding stakeholder partners, disability sport groups and the existing membership to leverage Taekwondo's potential in this area.

Location: British Taekwondo Head Office*, Manchester Regional Arena, Etihad Campus, Rowsley Street, Manchester M11 3FF

*A split working from home / main office arrangement is currently in place

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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

JOB PURPOSE & MAIN RESPONSIBILITIES

Reporting to our development manager and working with Club products & local development colleagues, our Para Sport and Para Poomsae technical teams, this role will bring together and drive innovation in new club and coach support services and resources when delivering Taekwondo based activity to people with additional needs.

The primary responsibilities for this role will be:

- To assist with the development of British Taekwondo's strategy for increasing and improving accessibility and participation in Taekwondo based activity for people with physical and mental impairment at grass roots club level
- To create and deliver club and community participation activity models, adaptive training modules and pilot projects to scale
- To assist with the development of Para Sport and Para Poomsae syllabus's and Para club pathway and progression models that feed into higher performance programs (such as GB Taekwondo)
- To support the development and roll out of club coach education for teaching people with a range of additional needs
- To map existing disability and sport stakeholder relationships and identify partnerships and collaboration opportunities
- To create growth and tracking reports on a regular basis for the department leads, CEO and board
- To liaise with departmental colleagues, prepare for and report on progress of workstreams.
- To support the day-to-day membership services and development operations where appropriate, contributing to the success of the business.

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Required Knowledge

- Knowledge, qualification and experience of Sports Development
- Knowledge and experience of participation models, pathways and administration
- Proficient in Microsoft IT packages including word, excel, power point

Desirable Skills & Experience (not essential)

- Knowledge or experience of development within a disability sport or physical / mental impairment service organisation.

Competencies

- Solves problems creatively by identifying the problem, evaluating the alternatives, and finding innovative solutions.
- Strong interpersonal and communication skills, developing effective relationships both internally and externally
- Understands the marketing, digital and media landscape
- Promotes and demonstrates anti-discriminatory practice
- Sets high standards and strives for continuous improvement in self and others
- Always behaves in a professional manner that is fair, open, and transparent
- Understands the need for respect and confidentiality
- Is able to develop project plans
- Possesses administration and systems (records) management skills
- Expresses both orally and in writing, ideas and information in ways that are appropriate, accurate and concise
- Holds Right To Work in the UK – British Taekwondo is unable to apply for a Certificate of Sponsorship for this role.
- Is willing to travel throughout the UK.
- Available to work occasional unsociable hours and contribute to event delivery.

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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

Please be advised, due to the expected high interest in this role, we will only be considering applications from those who have the required knowledge, qualification and experience of Sports Development, participation, pathways and administration, with priority given to those with more than 2 years previous experience of working in a similar sector.

Only applications submitted via CV and covering letter will be considered.

We will also not accept approaches from, or applications via recruitment agencies.

Closing Date for Applications: 5pm on Friday 27th July 2024