

Job Description: Technical Products Manager



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, with knowledge and experience, to join our small leadership team to lead and drive our strategy to create and improve a range of digital support structures for our club network to help clubs recruit, retain and sustain.

This varied and interesting role will support our development, membership and events team with the research, development and day-to-day management of new Taekwondo themed education models, tools and digital resources.

The role will also help develop, support and manage our volunteer led technical departments for the Combat Sport, Poomsae and Martial Art.

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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

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 £33K - £39K

Hours of work: 37.5 hours per week.

Contractual Status: Full time Contract

JOB PURPOSE & MAIN RESPONSIBILITIES

Reporting to the Chief Executive Officer, Board and into the Senior Leadership Team, the primary responsibilities for this role will be:

- Taekwondo based product development to grow clubs and membership
- Development, implementation and management of a digital technical resources platform for clubs & instructors including defined syllabuses and progression pathways for the Combat Sport and Martial Art.
- Supporting the development of the digital business unit for clubs, helping them recruit, retain and sustain.
- Liaison with and management of British Taekwondo's volunteer led technical departments, ensuring sound strategy, budgets and operational capacity.
- Development of a Martial Art based program of fun, educational and inspirational activities.
- Management and expansion of the UK Kukkiwon Office project, digitisation of services & certification, including event development with our events team.
- Project support of British Taekwondo's existing Coach Education products, the development of Level 3 for the Martial Art, Poomsae and Combat Sport and including links with our high performance partner GB Taekwondo.
- Supporting the work of the Welfare manager with Taekwondo specific issues
- Other SLT and development team led projects that need Taekwondo technical input.

- 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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Essential Knowledge & Experience

- Knowledge, qualification and experience of education pathways, online learning and digital solutions
- Knowledge and experience of participation models, pathways and administration
- Proficient in Online learning software and Microsoft IT packages including Teams, Sharepoint, word, excel and power point.

Preferred Knowledge & Experience

- Knowledge and experience of WT style Taekwondo

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 Education, digital learning, pathways and administration, with priority given to those with more than 3 years previous experience of working in a similar sector.

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

Closing Date for Applications: 5pm on Friday 16th August 2024