

## Job Description: Independent Non-Executive Director



### About us:

British Taekwondo is the National Governing Body for Olympic Taekwondo in Great Britain, serving a 700 strong club network across the United Kingdom.

Our core business supports and regulates Martial Arts club activity, competition and teams across different disciplines. 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 the post:

British Taekwondo is looking for an experienced and motivated individual to join our Board to support the development of Taekwondo across Great Britain & Northern Ireland.

Our board has overall governance and scrutiny of all British Taekwondo activities including its Executive and Committees. The board is responsible for Strategy development, Finance, Governance, Legal, Membership Services and Safeguarding.

**This role, as a Non-Executive Director of the Company requires specialist knowledge and experience of WT Taekwondo specific National programs and business management.**

<b>Location:</b>	British Taekwondo Head Office, House of Sport Manchester, Gate 13 Rowsley Street, Etihad Campus, Manchester M11 3FF
<b>Travel:</b>	Limited - The successful candidate may be expected to agree to some reasonable travel to fulfil this role.
<b>Salary:</b>	£ 6'000 per annum plus expenses
<b>Hours of work:</b>	As required to support the board and its activities (circa 20 days per annum)
<b>Contractual Status:</b>	Part time
<b>Term:</b>	3 Year term (maximum 3 terms)
<b>Start date:</b>	1 <sup>st</sup> October 2025

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### **ROLE PURPOSE & MAIN RESPONSIBILITIES**

The appointed candidate will push British Taekwondo to excel in governance, compliance, policies and procedures. NEDs are crucial in challenging and driving the business forward in a collaborative manner. As well as leading the organisation to reach its strategic objectives, it will be important to listen, analyse, question, and work as part of a team.

**Successful candidates will be experienced leaders who have previously operated at a senior management level within an organisation and understand micro and macro challenges and how to drive positive change.**

This Non-Executive Directors role includes:

- Playing a leading role on behalf of the board in supporting the staff leadership team in the development of strategies to grow membership and improving our offer to existing, external and new clubs.
- Advising on Taekwondo technical issues and projects and scrutinising policy.
- Advising the board on opportunities and trends within the club landscape.
- Discharging your oversight duties as a director of a limited company
- Attending quarterly Board & Committee meetings (held either online, in Manchester or London)
- Committing to between 5 -10 days per year for Board meetings, AGM, and national events
- Commitment to a further 10 days for ad hoc executive level work on British Taekwondo business
- Joining conference calls as required
- Liaising with and advising the Chair and CEO on operational matters as required

### **Required Knowledge**

Understanding and Experience of:

- WT Taekwondo at a senior leadership level
- National level strategy development and WT Taekwondo focussed project delivery

### **Competencies**

- Board, Executive Management or Senior Leadership experience
- Understands the challenges and opportunities around Taekwondo club development
- Understands the challenges and opportunities for Taekwondo at a National level
- Ability to promote and demonstrate anti-discriminatory practice
- Advice and support-provision skills at all levels
- Effective communication skills
- Ability to develop and produce high level guidance and resources
- Sets high standards for self and others
- Behaves at all times in a professional manner that is fair, open and transparent
- Understands the need for respect and confidentiality
- Can demonstrate the ability to develop project plans
- Builds effective relationships both internally and externally

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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: **18<sup>th</sup> August 2025**

Interviews: **W/C 25<sup>th</sup> August 2025**

(Convenient dates to confirm)

If you have any questions or would like to discuss this opportunity further, please contact Ian Leafe, Chief Executive Officer of British Taekwondo on email [ian.leaf@Britishtaekwondo.org](mailto:ian.leaf@Britishtaekwondo.org)