

Competition Manager

Manchester 2027 World Taekwondo Grand Prix

Role	Competition Manager
Event	Manchester 2027 World Taekwondo Grand Prix
Location	Primarily remote during the planning phase, with on-site delivery responsibilities in Manchester during the event delivery period. Based in Manchester or the North West is an advantage.
Contract type	Fixed-term, self-employed freelance contract.
Reporting to	Event Director / Head of Events

Role summary

The Competition Manager will be accountable for translating World Taekwondo technical requirements into a practical, tested and deliverable sport competition plan for the event, ensuring that competition, training, technology, workforce and field of play operations are ready to operate to World Taekwondo Grand Prix standards.

About the event

Great Britain has secured the rights to host the World Taekwondo Grand Prix Series III in Manchester in October 2027. The Grand Prix will be an important qualification event for the Los Angeles 2028 Olympic and Paralympic Games, with both Olympic and Paralympic competition included in the programme.

British Taekwondo, in partnership with GB Taekwondo, Manchester City Council and UK Sport, is seeking an experienced and highly motivated Competition Manager to lead sport competition planning and delivery for the Manchester 2027 World Taekwondo Grand Prix.

The Competition Manager will play a critical leadership role in ensuring that all sport competition elements are planned, coordinated and delivered in accordance with World Taekwondo regulations, event requirements and operational best practice, across all competition and training environments.

About the post

Location: Primarily remote during the planning phase. The postholder will be required onsite in Manchester for the full duration of the event from 18 – 24 October 2027.

Travel: Reasonable travel to planning meetings, venue visits, supplier meetings and event delivery activities will be required. This will be agreed in advance with the Event Director.

Remuneration: Fixed project fee of £7,500 (+VAT if applicable), with reasonable expenses reimbursed by prior agreement.

Hours of work: The successful candidate will be expected to manage their own workload across the project lifecycle, with regular planning input from onboarding, increased involvement around key technical milestones and test events, and a significant uplift during final readiness, venue build and event delivery.

Contractual status: Self-employed / freelance.

Start date: Onboarding from October 2026

End date: 31 October 2027

Job purpose

The purpose of the role is to lead the sport competition workstream from planning through to delivery, ensuring that Manchester 2027 has a clear competition operating model, robust technical planning, effective stakeholder coordination and compliant delivery across Kyorugi and Para Kyorugi competition formats.

Success in the role will depend on the postholder's ability to convert World Taekwondo requirements into practical schedules, layouts, workforce plans, technical publications, equipment plans and readiness processes that can be delivered safely, efficiently and to international event standards.

The successful candidate will also be expected to support competition planning for, and attend, two British Taekwondo events during the contract period. These events will take place in the same venue as the Grand Prix and are intended to provide practical testing, venue familiarisation and operational preparation for Manchester 2027.

- British Taekwondo International Open – TBC spring 2027
- British Taekwondo National Kyorugi Championships – TBC autumn 2027

The postholder will be expected to produce the following tangible outputs:

- Competition Operations Plan
- competition and training venue layouts
- detailed competition schedules
- sport workforce deployment plans
- technical publications
- sport technology readiness plans
- post-event sport delivery report

Main responsibilities

Competition planning

- Lead the development and delivery of the Competition Operations Plan.
- Develop detailed operational plans for all competition and training venues.
- Ensure all sport operations comply with World Taekwondo rules, regulations, technical manuals and event requirements.
- Work closely with the World Taekwondo Technical Delegate and Sport Department to ensure all technical requirements are fully integrated into the event delivery plan.
- Provide sport-specific operational requirements to venue, production, broadcast and event service teams.
- Contribute to the development and finalisation of the overall event master schedule.

Competition schedule management

- Work with World Taekwondo to deliver detailed competition schedules for all divisions.
- Produce time-controlled competition schedules where appropriate.
- Coordinate sport operations with broadcast, sports presentation and production requirements.
- Monitor competition progress throughout the event and implement schedule adjustments when required.

Field of play operations

- Lead the planning, build, operation and de-rig of all sport equipment in competition and training areas.
- Manage field of play layouts, warm-up facilities, athlete preparation areas and operational back-of-house functions.
- Ensure all competition equipment is installed, tested and operated in accordance with World Taekwondo requirements.
- Oversee daily sport operations throughout competition and training activities.
- Ensure consistent presentation standards across all competition environments.

Sport technology and results systems

- Coordinate the installation and operation of all sport technology systems.
- Manage relationships with technical suppliers including PSS, IVR and OVR providers.
- Oversee testing and readiness of competition IT systems, including On Venue Results systems and live competition interfaces.

- Work closely with broadcasters and production teams to ensure seamless integration between sport systems and event presentation.

Technical officials and sport workforce

- Support the Technical Delegate and World Taekwondo Sport Department to facilitate delivery of their roles.
- Manage sport-specific workforce planning, including field of play staff and competition volunteers.
- Create and formalise a detailed schedule of movements and activity for the Technical Official and sport workforce with the Technical Delegate.
- Develop workforce deployment plans and operational briefings.
- Ensure all workforce members understand competition procedures, venue protocols and event schedules.

Technical publications and team information

- Lead the preparation, review and publication of technical handbooks and sport-specific operational documents.
- Coordinate competition notices, operational updates and sport communications.
- Support athlete, coach and team information processes.
- Ensure all technical publications reflect current World Taekwondo regulations and event requirements.

Medal ceremonies and sport presentation

- Support the planning and delivery of medal and victory ceremonies.
- Work with sports presentation, protocol and broadcast teams to ensure athlete presentation and ceremonies are delivered to international standards in accordance with World Taekwondo protocol.
- Coordinate sport operational requirements affecting competition presentation.

Key working relationships

- Event Director / Head of Events
- Event Operations Manager and event delivery team
- World Taekwondo Technical Delegate
- World Taekwondo Sport Department
- World Taekwondo Committee Chairs forming the Competition Supervisory Board
- Equipment and technology suppliers
- Broadcast and production partners
- Venue management teams
- Volunteer Manager
- Medical and athlete services teams

Competencies

- Sets exceptionally high standards and strives for continuous improvement.

- Demonstrates strong leadership and decision-making skills.
- Maintains professionalism, integrity and confidentiality at all times.
- Builds effective relationships with international stakeholders and suppliers.
- Remains calm, decisive and solution-focused under pressure.
- Demonstrates strong project management and organisational skills.
- Communicates effectively with both technical and non-technical audiences.
- Identifies risks early and implements practical solutions.
- Ability to travel to planning meetings, venue visits, supplier meetings and event delivery activities as required.
- Passport holder with no travel restrictions.

Skills and experience

Essential	Desirable
• Significant experience planning and delivering taekwondo Kyorugi competitions.	• Previous experience working at a World Taekwondo Grand Prix, World Championships, Continental Championships or Multi-Sport Games.
• Experience delivering international-level sporting events.	• Experience working with live broadcast sports events.
• Strong working knowledge of World Taekwondo competition regulations.	• Experience supporting Para Taekwondo competition delivery.
• Experience managing field of play operations and sport competition logistics.	• Knowledge of sports presentation and medal ceremony operations.
• Experience of competition technology systems including PSS, timing, scoring and results platforms.	
• Experience working with technical delegates, referees and international federations.	
• Proven ability to lead project planning and delivery to challenging deadlines.	
• Strong Microsoft Office skills, including Word, Excel and PowerPoint.	
• Excellent stakeholder management and communication skills.	

How to apply

To apply, candidates should submit a CV and short covering statement outlining their relevant competition management experience, availability during the project period and suitability for the role.

Applications should be sent to recruitment@britishtaekwondo.org

Closing date: Friday 28 August

Interview dates: w/c Monday 07 September

Following appointment, the successful candidate will be expected to begin onboarding from October 2026.

British Taekwondo is committed to creating an inclusive recruitment process and welcomes applications from candidates with diverse backgrounds, experiences and perspectives. Reasonable adjustments can be discussed as part of the recruitment process.

If you have any questions about the role, please contact Mathew.marshall@britishtaekwondo.org