Department Chair

Volunteer Leadership Role

Shaping the Future of British Taekwondo

About British Taekwondo

British Taekwondo is the National Governing Body for Olympic Taekwondo in Great Britain, supporting a network of approximately 600 clubs across the United Kingdom. We oversee and support activity across Martial Arts, Kyorugi (sparring) and Poomsae, while working closely with GB Taekwondo, the high-performance programme for Olympic and Paralympic competition.

We are committed to creating an inclusive, collaborative and forward-thinking environment where volunteers, coaches, officials and members can contribute to the future success of our sport.

Applications are welcomed from all suitably qualified individuals regardless of age, disability, gender, race, religion or belief, sexual orientation, or background.

Location	Hybrid working with occasional attendance at British Taekwondo Head Office, Manchester Regional Arena
Role Type	Volunteer Leadership Appointment
Term	Three Years
Time	Approximately 4-8 hours per month (average)
Reports To	Technical Manager and Technical Committee
Departments	Martial Arts, Poomsae or Kyorugi
Expenses	Reasonable approved expenses reimbursed
Start Date	January 2027

Role Purpose

The Department Chair is responsible for providing strategic leadership for the growth, development and long-term success of their discipline.

The Chair will act as an ambassador for British Taekwondo, helping to shape the future direction of the discipline, strengthen participation pathways, develop future leaders and foster collaboration across the wider Taekwondo community.

Working alongside volunteers, members, officers, and the Technical Committee, the Chair will help create sustainable structures, identify opportunities for growth, and ensure the discipline remains relevant, accessible and successful for future generations.

This is primarily a leadership, development and ambassadorial role. While Chairs are expected to operate within British Taekwondo policies and governance requirements, the primary focus is on people, participation, growth and long-term strategic development rather than day-to-day operational management of the department; across performance, education, events and referees.

Key Responsibilities

Strategic Leadership & Vision

- Lead the development and implementation of a clear vision for the future growth and success of the discipline.
- Contribute to the delivery of the Technical programme and wider British Taekwondo strategy.
- Identify opportunities to strengthen participation, engagement and development across the discipline.
- Promote innovation and continuous improvement while respecting the traditions and values of Taekwondo.
- Represent the interests and future ambitions of the discipline within British Taekwondo structures.
- Champion a long-term, sustainable approach to development and succession planning.

Growth, Development & Pathways

- Support the development of clear participation and progression pathways within the discipline.
- Help create opportunities for members at all stages of their Taekwondo journey.
- Encourage initiatives that improve recruitment, retention and engagement.
- Promote programmes that strengthen coaching, officiating, leadership and volunteer development.
- Support the identification and nurturing of future talent, leaders and subject-matter experts.
- Ensure the discipline remains accessible, inclusive and welcoming to all participants.

People & Volunteer Leadership

- Inspire, support and develop volunteers working within the department.
- Foster a positive, inclusive and collaborative culture.
- Encourage wider member involvement and participation in departmental activity.
- Support succession planning and leadership development initiatives.
- Help identify capability requirements and contribute to the recruitment and onboarding of volunteers.
- Create opportunities for individuals to contribute their expertise and experience.

Community Engagement & Collaboration

- Act as a visible ambassador for British Taekwondo and the discipline.
- Build strong relationships with clubs, coaches, officials, volunteers and members.
- Promote constructive engagement across the wider Taekwondo community.
- Chair departmental meetings and facilitate collaborative decision-making.
- Work closely with British Taekwondo staff, Board members, Technical Committee representatives and volunteers.
- Support key events, consultations and initiatives that strengthen community engagement.

Governance & Accountability

- Promote high standards of integrity, transparency and ethical behaviour.
- Operate within British Taekwondo policies, governance frameworks and codes of conduct.
- Declare and appropriately manage actual or perceived conflicts of interest.
- Support accountability, effective decision-making and appropriate risk management.
- Ensure departmental activities are conducted fairly, safely and in accordance with organisational requirements.
- Support compliance with safeguarding, equality, data protection and relevant organisational policies.

Knowledge, Experience & Skills

Essential

- Strong understanding of the relevant discipline (Poomsae or Kyorugi).
- Credibility and respect within the Taekwondo community.
- Strategic thinking and the ability to contribute to long-term planning.
- Strong communication, relationship-building and influencing skills.
- Ability to work collaboratively with diverse stakeholders.
- Experience leading, supporting or developing volunteers, teams or community groups.
- Commitment to inclusivity, integrity and continuous improvement.
- Passion for the development of Taekwondo and its people.

Desirable

- Previous committee, board or governance experience.
- Experience in sport, membership, charity or volunteer-led organisations.
- Experience supporting organisational growth and development.
- Knowledge of workforce development, coaching pathways or volunteer programmes.
- Understanding of safeguarding, equality and governance principles.

Leadership Behaviours

Vision & Influence

Creates a compelling direction for the future and inspires others to contribute towards it.

Collaboration

Builds trusted relationships and works effectively with people across clubs, disciplines and organisational structures.

Development Focus

Actively develops people, creates opportunities and supports future leaders.

Integrity

Acts honestly, transparently and consistently in the best interests of the sport and its members.

Inclusion

Values diverse perspectives and promotes welcoming, safe and accessible opportunities for all.

Ambassadorship

Represents British Taekwondo positively and promotes the long-term success of the organisation and its disciplines.

Success Measures

The successful Chair will demonstrate:

Growth & Participation

- Increased engagement and participation within the discipline.
- Positive progress in attracting and retaining volunteers and participants.

People Development

- Development of future leaders, coaches, officials and volunteers.
- Effective succession planning and capability-building initiatives.

Strategic Progress

- Delivery of agreed departmental priorities and development objectives.
- Evidence of long-term planning and sustainable improvement.

Community Impact

- Strong stakeholder engagement and positive community relationships.
- Effective collaboration across departments and disciplines.

Governance

- Consistent compliance with British Taekwondo policies and governance requirements.
- Transparent, fair and accountable decision-making.

Why Get Involved?

This is a unique opportunity to influence the future of British Taekwondo and leave a lasting legacy within your discipline.

As a Department Chair, you will help shape strategy, develop people, strengthen pathways and create opportunities that will benefit current and future generations of Taekwondo practitioners across the UK.

If you are passionate about developing the sport, inspiring others and building a stronger future for Taekwondo, we would welcome your application.

How to Apply

Please submit:

- A current CV
- A covering letter outlining your relevant experience, your involvement in Taekwondo, and how you would contribute to the future development of the discipline

Applications to:

Recruitment@Britishtaekwondo.org

Subject:

British Taekwondo Department Chair – (Poomsae, Kyorugi)

Closing Date: Monday 4th January 2027

British Taekwondo reserves the right to close this opportunity early should a suitable candidate be identified. Early applications are encouraged.