

DEVELOPMENT PROGRAMME COORDINATOR



About us:

GB Taekwondo is at a pivotal moment in its history. After a significant period of international medal success, the team has recognised that what led to these achievements will not lead to success in the future. It is time to change, creating new opportunities in the pathway, strengthening and leveraging the value of the National Taekwondo Centre, raising the profile of our high-performance teams and athletes, whilst maintaining our purity of our purpose, to give the nation's best Taekwondo athletes, and future prospects, a fighting chance of success.

Based in Manchester, GB Taekwondo is a High-Performance Company, established in 2002 to develop a Taekwondo 'World Class Programme (WCP)', designed to realise the potential of the nation's most promising Taekwondo athletes in major international competition including at the Olympic and Paralympic Games.

Over the last 20 years the organization has established a world leading Taekwondo combat pathway. This has supported athletes to achieve 10 Olympic and 4 Para Olympic medals, as well as several World Champions.

Taekwondo still holds true to its very strong and rich Korean heritage and is one of the most culturally diverse sports in the Games programme being contested internationally by over 200 nations. As these nations become increasingly sophisticated in targeted medal success, GB Taekwondo is looking to meet this challenge head on, finding new competitive advantage, bringing through the next generation of champions and writing the extraordinary story of their journey through this dynamic sport.

We have 4 core values:

- Commitment -- Being dedicated to our purpose.
- Ownership -- Owning our actions, our successes and our failures.
- Responsibilities -- Doing what is right rather than what is easy.
- Excellence -- Setting and pursuing the highest standards and goals as a team and individuals.

The Development Programme:

The Development Programme is committed to the support of emerging talent with 'winning' characteristics capable of thriving in a World Class Program and delivering future senior medal winning success.

About the post:

- Reporting to:** Head of Athlete Development
- Location:** Manchester M40 (Free on-site Car Parking)

- Salary:** circa £27.5k (39 hours per week)
- Holidays:** 25 days plus Bank Holidays

DEVELOPMENT PROGRAMME COORDINATOR



Job purpose:

Central to this role is an individual who can immerse themselves in the sport, is pragmatic, values holistic talent development and is committed to supporting the needs of the Development Programme, its' stakeholders and the range of training activities and events. The Development Programme Co-Ordinator will be a key member of the Development team who has exceptional planning and organizational skills, will be a proficient administrator and communicator and have proven interpersonal skills.

Key Responsibilities, Accountabilities and Duties:

General

- Reporting to the Head of Athlete Development and undertaking administrative duties pertaining to the Development Programme
- Processing of all related Purchase Orders and Invoices to the Director of Finance & Governance
- Creating, managing and maintaining the Development database, keeping accurate up to date information readiness travel and/or possible transition into the World Class Programme
- Bankline – to access/manage and report all payments to the Director of Finance & Governance
- Credit card – responsible for managing and reporting all spend for Development Programme to the Director of Finance & Governance

Preparation Programme

- Organising the tutoring schedule to keep athletes up to date on academic progress
- Booking of accommodation and ordering/arranging food provision, as required
- Working closely with coaching team to manage communications with parents/guardians

Development Programme

- Booking of hotels, organising food and processing of all related Purchase Orders/Invoices
- Working closely with coaching team to manage communications with parents/guardians
- Preparation and collation of athlete targets and plans in preparation of athlete reviews
- Facilitating planning meetings and taking minutes with Talent Pathway team

Talent Draft

- Part of the discussion in planning/methodology in annual Talent Draft
- Contacting applicants throughout the process, collating and storing all pertinent information
- Informing athletes of success/failure at each phase/stage

Selection for Junior Major Championships

- Liaising with Head of Athlete Development and Performance Analyst to ensure selection packs are accurate
- Preparing selection packs for selection meeting
- Informing athletes of success/failure following selection meeting

Person Specification - Knowledge, Skills / Competencies and Experience Needed

Essential attributes and requirements

Graduate or postgraduate in sport science, sports management or related fields.

DEVELOPMENT PROGRAMME COORDINATOR



Working in support team role, have 1+ years' experience operating within a performance environment, (within an NGB / Elite programme) and responsible for athlete development.

Highly competent in the use of Microsoft Office, including the presentation of statistical information in graphical format.

Experience of preparing and delivering presentations to range of different aged audiences.

A high work ethic with exceptional attention to detail.

Excellent written and oral communication skills.

Ability to listen effectively and question intelligently to creatively explore challenges and propose solutions.

Willingness to work irregular hours (to include some weekends).

Highly motivated, personal integrity and the ability to invoke trust and respect.

Competent and responsible use of modern media, to effectively communicate and promote programme information.

Familiar with Safeguarding policy and procedures, and its application to minors.

Undertake to have a DBS.

Desirable

- Efficient on booking travel and accommodation

- Previous experience working within a sport environment

- Knowledge of combat sports and familiar with the structure of WT Taekwondo in the UK.

Please apply by sending a CV and a covering letter to garry.adams@gbtaekwondo.co.uk