# About us:

GB Taekwondo is responsible for the preparation and performance of Britain’s elite taekwondo athletes at major championships events including the Olympic Games. Taekwondo is one of the two Asian martial arts included on the Olympic programme and made its debut as a demonstration Olympic sport at the 1988 Seoul Games only to become an official medal sport at the 2000 Sydney Games. The GB Taekwondo Academy is based in Manchester where full time athletes train alongside our emerging talent on the National Lottery funded World Class performance and talent Development programmes.

GB Taekwondo aim to recruit and retain talented 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. Safeguarding and promoting the welfare of children in GB Taekwondo is a priority and an integral part of the recruitment process.

# About the post:

**Location:** Manchester M40 (on site car parking)

**Salary:** circa£17,000 per annum (39 hours per week)

**Term:** Contract to March 2021; continuance subject to funding and satisfactory probationary period

# Job purpose:

# We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Primarily, the role will report to and support the Team Logistics Manager (TLM) in co-ordinating the administration of the senior, junior, talent pathway and para taekwondo competition programmes.

# Duties of the Administrative Assistant include providing support to the TLM and will involve the organization of the teams’ logistics: to include competition entry; booking flights; making accommodation and transport arrangements; producing and distributing travel itineraries and updating team plans on a regular basis. The ideal candidate should have at least 2 years’ office based experience with excellent oral and written communication skills and be fully conversant with MS office 2016.

# Main responsibilities:

* Assist TLM with travel requirements to include visa applications, hotel, flight and vehicle bookings
* Produce and distribute detailed correspondences and travel information, to include booking forms, letters and itineraries in MS Word
* Assisting TLM to arrange all logistics for all international and national competitions; to include visiting International teams and training camps both in the UK and abroad
* Manage team entries to various online sites
* Monitor expiry of passports across the team
* Manage renewals for staff and athletes for their WTF and NGB memberships
* Responsible for arranging all logistics for the talent pathway programme; to include development days and attendance at the Junior World and European Championships
* Update and distribute the team planner in MS Excel
* Inputting and maintaining records kept on our cloud system
* Assist with general office administrative support to include; filing, photocopying and other adhoc duties
* Maintain excellent communication between the wider team

# Personal specification:

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| --- | --- | --- |
| **CRITERIA** | **Essential** | **Desirable** |
| ***Knowledge/Experience*** |  |  |
| Proficiency in MS Office (MS Excel, MS Word, in particular) |  |  |
| Knowledge of office systems and procedures |  |  |
| Excellent time management skills and the ability to prioritize work |  |  |
| Strong organizational skills with the ability to multi-task |  |  |
| Experience of booking travel and accommodation |  |  |
|  |  |  |
| ***Skills*** |  |  |
| Setting up and maintaining manual and electronic systems |  |  |
| Ability to demonstrate a methodical, organized and flexible approach to work |  |  |
| Effective listening, verbal and written communication skills |  |  |
| Ability to maintain a high level of confidentiality and discretion at all times |  |  |
| Internet research abilities |  |  |
| Understand Safeguarding issues around under 18  |  |  |
|  |  |  |
| ***Qualifications*** |  |  |
| Good standard of education with at least 5 C/GCSE's or equivalent |  |  |
|  NVQ Level 3 or above in Business Administration |  |  |
|  |  |  |

**The post holder will be required to undertake continual professional development** (EduCare online programmes):

“An Introduction to Equality & Diversity”.

“Child Protection Awareness in Sport & Active Leisure”.

Any other development and training deemed necessary in accordance with experience.