**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£18-20k per annum commensurate with experience (39 hours per week)

**Term**: 1 Year Contract (maternity cover)

**Job summary:**

To co-ordinate and manage items directed by the Directors, and be the person whom all office operations come through, handling tasks that would otherwise bring business to a standstill, and thus ensuring efficiency of business!

The post holder will improve office procedure and process, co-ordinate team development or projects, i.e. day to day running of the GB Taekwondo office monitoring the maintenance and adherence of such. Be the focal point for distributing and progressing matters on behalf of the Senior Management Team (SMT). Carry out General Administrative duties as directed and PA support for the Directors.

## Main responsibilities:

* General office duties
* Photocopying, managing incoming / outgoing post, preparing letters, filing etc
* Assisting other team members in day to day tasks to ensure the smooth running of the business
* Maintain suitable offices premises and other facilities for staff and athletes
* Answering telephone calls and recording and relay messages efficiently
* Supervise and coordinate activities of staff
* Oversee management information systems (IT)
* The logging of information onto spreadsheets and producing of reports
* Arranging meetings, including booking rooms and refreshments and arranging travel when required
* Provide secretarial or executives services for Board and office meetings
* Minute taking at various meetings as directed by the Directors
* Processing invoices

**Key relationships:**

* Performance Director and Operations Director
* GB Taekwondo Board
* Department Managers
* Staffing team

**Personal specification:**

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

**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.