



## Job Description: Compliance Coordinator

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### About us:

GB Taekwondo is responsible for the development, preparation and performance of Britain's Elite Junior and Senior Taekwondo athletes at major international championship events including the Olympic and Paralympic Games. Since the sport's inclusion in the Olympic programme in 2000 and Paralympic programme in 2021, we have established ourselves as one of the world's leading taekwondo nations, winning 11 medals across seven consecutive Games. Following this success, in the current LA Games cycle, we have received a 26% increase in our funding award.

GB Taekwondo aims 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:

**Job Title:** Compliance Coordinator  
**Location:** Manchester M40 (on-site car park for staff)  
**Salary:** Up to £27,000 per annum (depending on experience)  
8% Employer pension contribution & Group Life Assurance for eligible employees  
**Term:** Full time, Monday to Friday, Hybrid working available

**Closing date:** 31<sup>st</sup> May 2026

GB Taekwondo is looking for a Compliance Coordinator who will be tasked with ensuring our organisational adherence to law, regulations, code for sport governance, policy implementation and ethical standards. Supporting the governance function, you will be involved in a wide array of administrative and coordination tasks, from scheduling, document management, team communications, and resource allocation to support departments. You will be involved in managing, organising, and streamlining organisational workflows to ensure efficient compliance processes. All of which will be essential for maintaining orderly, productive, and well-aligned business operations. You will be a key point of contact for other departments on company governance and compliance matters.

This job requires a Disclosure & Barring Service records check and written reference(s).

### Job Purpose:

Working in a fast-paced environment, the purpose of this role is to provide professional business support in establishing a solid governance function for the organisation. The Compliance Coordinator will report to the Director of Finance and Governance and have accountability for the day-to-day compliance processes for the business to meet our compliance obligations as a minimum. The purpose is to be proactive and internally driven to create value. This position will be critical for maintaining integrity, ensuring compliance obligations are met and upholding the reputation of GB Taekwondo.

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### Duties and Responsibilities:

- **Documentation Management:** Maintaining compliance databases, update records, compliance registers (e.g. delegation matrix) and provide accessible documentation for daily operational requirements. Conduct, analyse and monitor daily activities for adherence to standards.
- **Ensure adherence to standards, statutory obligations and legislation:** Such as a Code for Sports Governance, Companies House, data protection (GDPR) and health & safety.
- **Inspection Coordination:** Organising and assisting with internal/external inspections, audits, and accreditation processes.
- **Policy Review & Implementation:** Developing and enforcing internal policies and external regulatory standards to ensure operational compliance. Periodically updating organisational policies and procedures to ensure they align with current legislation. Communicating requirements and educating staff on compliance obligations and the impact of non-compliance.
- **Coordination of compulsory staff training requirements:** Maintain the compulsory training/obligations tracker, schedule annual compliance training and follow up on outstanding actions to ensure obligations met.
- **Maintain and Update the Governance Tracker:** Ensuring the tracker sheet is kept up to date and shared with Board on a regular basis. Proactively follow up on outstanding actions to ensure continued governance momentum.
- **Regulatory Monitoring:** Stay up to date with relevant laws, regulations, and industry standards. Maintain and update the Legislative & Regulatory Changes Tracker. Ensuring the tracker sheet is kept up to date and shared with the Senior Leadership Team (SLT) and the Audit & Risk Committee on a regular basis.
- **Disclosure & Barring Service (DBS) requirements:** Carrying out a DBS check for all staff and ensuring the DBS update service is completed annually.
- **Conflicts of Interest:** Ensure all annual staff declarations completed and filed.
- **Coordination of staff induction:** Ensuring all new appointments complete the full staff induction and this is documented appropriately.
- **Maintain all staff employee folders:** Ensuring all employee data are up to date, accurate, accessible and confidentially stored (including up to date employment contracts on file).

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- **Oversee the Leave and Absence Management software:** Monitoring and ensuring staff compliance in the leave and absence management process. Working with SLT to review data monthly for payroll purposes.
- **Data Collection:** Update the People Plan metrics with applicable data on a regular basis for monitoring and review purposes. Assisting in the annual survey to collect and benchmark data as necessary. Including data on the 9 protected characteristics and socio-economic characteristics to drive our diversity and inclusion targets.
- **Operational Support:** Preparing compliance reports for management as required. Acting as a liaison between departments (e.g., Finance, Performance, Operations, SLT) to resolve compliance queries and issues, and, where necessary, implementing corrective actions with management.
- **Process Improvement:** Identifying, reporting, and helping resolve compliance breaches or outdated processes.
- **Risk Mitigation:** Proactively identifying, addressing, and reporting potential compliance risks to management.
- **Annual Governance Statement:** Assisting in the preparation of the annual statement drafts for approval by Board.
- **Annual Reports:** Assisting in the production of the annual reports on sports governance and compliance matters.
- **Safeguarding & Welfare:** Implementing safeguarding policies for children, young people, and adults at risk, including conducting risk assessments and training staff.

The above is not regarded as exclusive or exhaustive as there may be other duties and requirements which the incumbent may be required to perform from time to time. Compulsory training must be fulfilled.

### Person Specification:

We are looking to employ a Compliance Coordinator with excellent organisational and analytical skills. You will be expected to be detailed oriented, have good problem-solving skills, can work comfortably under pressure, and deliver to deadlines.

To ensure success, the Compliance Coordinator should be confident, professional, and self-motivated with a keen interest in the ethical, legal, and regulatory requirements of a business. Top candidates will have outstanding presentation and report writing skills, with the ability to work on their own initiative and as part of a team.

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### Essential skills, abilities, experience, and knowledge

- Bachelor's degree in a relevant field (e.g. business, finance, audit, law) or demonstrate relevant industry experience
- Minimum 2 years' experience in a compliance, legal, regulatory or administrative focused role,
- Experience of working aligned to clear processes and procedures,
- Experience of coordinating and capable of handling multiple tasks and responsibilities,
- Excellent work ethos and maintaining confidentiality by holding high levels of discretion and integrity,
- Excellent attention to detail, with high due diligence in checking data and documentation accuracy,
- Excellent time management skills and ensuring timely completion of actions,
- Excellent planning and organisational skills,
- Good communication skills both written and verbal,
- Good understanding and/or knowledge of compliance, regulations and relevant laws,
- Good analytical and research skills for interpreting complex regulations,
- Good people skills, ability to communicate clearly and professionally,
- Good administrative and data management skills,
- Good computer skills and a sound knowledge of Microsoft office applications,
- Ability to prioritise tasks efficiently and effectively,
- Ability to think logically and consistently,
- Ability to develop creative solutions to complex problems,
- Ability to develop friendly, positive and supportive working relationships with internal and external stakeholders,
- Focused on outcomes & is a proactive worker.

### Desirable skills, abilities, experience, and knowledge

- Professional Compliance accreditation (e.g. Certificate in Sports Governance, Certified Compliance and Ethics Professional or Certified Internal Auditor),
- Experience of working in a sporting or similar environment,
- Experience of process development (designing processes, managing implementation and review),
- Ability to work autonomously and use your own initiative,
- Knowledge of sport governance structures,
- Knowledge of the elite sports sector, particularly taekwondo, UK Sport and Sport England,
- Knowledge and/or experience of the Code for Sports Governance.



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### How to apply:

To express your interest in this position, please submit your CV along with a covering letter, explaining why you would be a good fit for the role (with specific reference to the skills, abilities, experience and knowledge set out in the Job Description) to [hr@gbtaekwondo.co.uk](mailto:hr@gbtaekwondo.co.uk).