

# Job Description: Pathway Programmes Coordinator

**Job Title:** Pathway Programmes Coordinator

**Location:** Based in Silvertown, North Woolwich Road, London, E16 2BE, with some opportunity for flexible working arrangements

**Salary:** c. £27,000 per annum

**Hours:** 37.5 hours per week

**Contract:** Full-Time

**Reporting to:** Head of Athlete Development

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## About Us

**GB Taekwondo** is at a pivotal point in its journey. Following a sustained period of international medal success, the organisation is evolving, strengthening the pathway for emerging talent, maximising the impact of the National Taekwondo Centre, and raising the profile of our athletes and performance environments. Throughout this evolution, our focus remains unchanged: to give the nation's most promising Taekwondo athletes a fighting chance of success.

Established in 2002, GB Taekwondo is the world-leading organisation behind the UK's Taekwondo World Class Programme (WCP). Over two decades, our high-performance pathway has supported athletes to achieve 10 Olympic medals, 4 Paralympic medals, and multiple World Championship titles.

Taekwondo is one of the most globally diverse sports on the Olympic programme, contested in over 200 nations. As global competition intensifies, GB Taekwondo is committed to staying at the forefront, nurturing the next generation and shaping the extraordinary stories of tomorrow's champions.

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## The Pathway Programmes

### The GB Taekwondo London Centre

GB Taekwondo has embarked on a new venture to develop a small number of satellite sites, aimed at breaking down barriers to the Olympic and Paralympic Pathway, and creating a strong connection between local training opportunities (clubs) and our National Centre in Manchester. The first of these sites will be in London.

### The Development Programme

The Development Programme supports emerging talent identified as having the characteristics and potential to thrive in a world-class environment and ultimately deliver future medal success. Athletes selected to the Development programme attend regular training at our national centre in Manchester and are given the opportunity to train and compete abroad.

## **The Preparation Programme**

The Preparation Programme has been created for athletes identified by GB Taekwondo as those most likely to progress to the World Class Programme in the next 1 to 3 years. These athletes train in Manchester on a weekly basis, giving them exposure to the life of a professional athlete and the standards of a World-Class Environment. Due to their age, these athletes often receive tutoring to support their academic pursuits alongside their training.

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## **About the Role**

### **Job Purpose**

This co-ordinator role is central to ensuring the efficient delivery of the Pathway Programmes including, Development, Preparation and the London centre. The postholder will provide high-quality administrative support, maintain accurate records, coordinate communications, take responsibility for the day-to-day operation of the London centre and manage core organisational processes.

The ideal candidate will be highly organised, detail-focused, and capable of managing multiple tasks and deadlines independently.

### **Key Responsibilities**

#### **General Administration**

- Provide administrative support to the Head of Athlete Development.
- Maintain and update pathway programme databases, including athlete records and progression information.
- Process purchase orders, invoices, and programme-related financial documentation in coordination with the Director of Finance and Governance.
- Manage and report programme expenditure, including credit card reconciliation.
- Prepare general correspondence and support routine programme communications.

#### **Programme Coordination**

- Update and share the tutoring timetable with athletes, ensuring information is accurate and distributed in a timely manner.
- Assist in the collation and formatting of athlete documentation, plans, and review materials.
- Support communication with parents and guardians where required, ensuring professional and timely responses.

#### **Responsibilities for the London Centre**

- Open & prepare the centre for activity on agreed days
- Provide a professional first point of contact with users, answering enquiries, and supporting the promotion of centre activities
- Liaise with local partners, such as schools, business partners and suppliers
- Support the marketing of the centre capturing, preparing and publishing social communications content

- Provide the first point of contact for safety and welfare on site
- Support the centre coach in administering the site including planning and reporting

### **Talent Draft & Campaigns**

- Coordinate and administer the annual 'Talent Draft', including contacting applicants, managing documentation, and maintaining accurate records throughout each stages.
- Prepare and issue notifications to applicants regarding progress, outcomes, or next steps.
- Support new recruitment initiatives such as open days and media campaigns

### **Junior Major Championships Selection**

- Assist in the preparation and accuracy checking of selection packs in collaboration with the Head of Athlete Development and Performance Analyst.
  - Co-ordinate the communication of outcomes to athletes and parents or guardians following selection meetings.
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## **Person Specification**

### **Essential**

- Experience in an administrative role, ideally within a sport, education, or talent development environment.
- Strong proficiency with Microsoft Office, including Word, Excel, and PowerPoint.
- Excellent written and verbal communication skills.
- Exceptional organisational skills and high attention to detail.
- Ability to manage confidential information appropriately.
- Comfortable working remotely, independently, and reliably.
- Experience handling sensitive communication, particularly with young people and families.
- Understanding of safeguarding principles and willingness to undertake a DBS check.

### **Desirable**

- Experience booking travel or accommodation.
  - Prior experience within a National Governing Body, talent pathway, or high-performance sport setting.
  - Knowledge of combat sports or familiarity with the structure of Olympic and Paralympic Taekwondo in the UK.
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## **Applications**

Please submit a CV and a succinct covering letter, outlining your interest and suitability to [hr@gbtaekwondo.co.uk](mailto:hr@gbtaekwondo.co.uk).

Closing date: 17:00 on 23 Feb 2026.