**Job Description - Chair of Stakeholder Management Group – Taekwondo Events**

Great Britain has secured the rights to host the World Taekwondo Grand Prix series in 2018 (Oct) and will play host to the Senior World Taekwondo Championships in 2019 (May).

We require a highly motivated and creative individual to lead the Stakeholder Management Group (SMG) for these two events. The SMG consists of four organisations, GB Taekwondo, UK Sport, Manchester City Council and British Taekwondo.

GB Taekwondo, on behalf of the SMG, is looking to appoint an individual with a high level of event and stakeholder leadership experience, who can drive the strategic objectives for the World Taekwondo Grand Prix 2018 and the World Taekwondo Championships 2019.

**Our vision:** “Deliver an exceptional World Taekwondo Championship experience for all”

**Our Mission:** “Work collectively to deliver a World Taekwondo Championships which inspires, innovates, educates, entertains, engages and is commercially sustainable” \*

\* Initially modelled around the larger World Championship, our vision and mission for both flagship events have a number of clear objectives to deliver.

**About the Stakeholders**:

GB Taekwondo is the UK Sport funded body responsible for the High-Performance athlete program in the UK and is based at the National Taekwondo Centre in East Manchester.

GB Taekwondo is charged with delivering UK medals on the Olympic and World competition stage.

British Taekwondo is the National Governing Body for Taekwondo in the UK and is based in the Regional Arena in East Manchester.

Manchester City Council is our host for the two events and provides support to both GBTKD and BT.

UK Sport is the UK’s high performance agency powered by DCMS and The National Lottery. UKS has provided event funding for these events.

**About the Stakeholder Management Group (SMG):**

The SMG is an advisory group set up to plan, organise, administrate, commercialise and successfully stage two major international Taekwondo events in Manchester in 2018 and 2019.

This group is charged with ensuring that the strategic objectives for the events are achieved and governance obligations met.

Meeting at approximately 8 week intervals, the group will consider event delivery plans, event legacy, commercial & marketing opportunities, budget management and international relations. These meetings will also provide the platform for ensuring continuity around the Local Organising Committee (LOC) delivery resource from one event to the next.

The SMG will be comprised of a non-executive chair, and one representative from each of the 4 stakeholders - UK Sport, Manchester City Council, GB Taekwondo and British Taekwondo.

The events are funded by UK Sport and underwritten by MCC. GBTKD and BT provide event and strategic support to the events.

Responsibilities of the SMG include, but are not limited to:

* Setting and delivering against the strategic objectives for both events
* Event International Relations strategy
* Objectives for the LOC and tasking the staff of the LOC to deliver against these objectives.
* Ensuring conditions of funding agreements are being delivered

#### Ensuring the event operates within the agreed budget, together with consideration and approval of any changes to the event budget

#### Considering, and approving (if appropriate) proposed funding agreements and contracts for services to the event (above agreed levels);

#### Providing assurance and risk management on the delivery plans for the event;

* Monitoring progress made by the LOC through the consideration and approval of minutes and updates as provided.

**About the post:**

**Location:** Meetings to be held in Manchester on the following dates in 2018 (Tues 17th April, Tues 10th July, Tues 25th September, Tues 27th November). Meetings in 2019 will be on an approximate 8-week schedule.

**Salary:** Negotiable day rate

**Annual Commitment: Circa** 10 days

**Contractual Status:** Fixed term until completion of World Championships debrief (June 2019)

**Start date:** 1st May 2018 or earlier

The Chair will lead the SMG, to support the Head of Events and LOC to deliver the events strategic objectives. The role will harness stakeholders to deliver as agreed, drive forward the development of the sport and realise the wider impacts of a World Championships.

**Key Responsibilities**

* To ensure that the SMG operates within the principles of the [Code for Sports Governance](http://www.uksport.gov.uk/resources/governance-code), and that it demonstrates the highest standards of integrity at all times.
* To ensure that the SMG is effective in delivering the agreed strategic direction.
* To support the LOC Senior Management
* Ensure that the LOC has a robust, workable and viable operational strategy, and monitoring their operational performance
* To challenge plans periodically and strive for event innovation, developing the sport and event products.
* To set the SMG’s agenda, and ensuring that the SMG receives accurate, timely and clear information.
* To chair the SMG meetings, ensuring that the views of all stakeholders are taken into account, and creating a culture of openness, debate and collaboration, that maximises the skills and experience of all members.
* To act in the best interests of the event and in a manner consistent with their defined responsibilities and legal duties
* To identify and manage any conflicts of interest that might arise within the SMG.
* To lead the decision making process and voting.
* To act as a member of the SMG, offering guidance, support, expertise and an objective perspective on the key matters of strategy, governance, commercial and financial affairs, and risk management.
* To ensure the ongoing effectiveness and development of the SMG through maintenance of an appropriate skills matrix, and through periodic evaluation of the board’s effectiveness.
* To offer advice and guidance in a consultative capacity to the LOC as required.
* To maintain positive relationships with major external stakeholders, including UK Sport, BT, MCC and GBTKD.

**Key Relationships**

* SMG members
* LOC Senior Management Team
* UK Sport
* Manchester City Council
* GB Taekwondo
* British Taekwondo
* World Taekwondo

**Person Specification**

**Essential**

* A strong understanding, and track record of leadership, delivering results.
* Good knowledge of corporate and sports governance board-level responsibilities, and accustomed to the principles of public sector propriety, regularity and accountability.
* A strategic and collaborative approach to objective setting and decision-taking with the ability to facilitate focussed and relevant discussions.
* A sound track record of management of personnel.
* Stakeholder management experience
* Able to “lead from the front” in terms of demonstrating the highest standards of integrity.
* Tenacious and diplomatic, with the ability to identify and critically assess opportunities and threats in order to develop effective strategies and solutions.
* Evidence of success in your chosen career

**Desirable**

* Financial management experience of mid-sized organisations
* A good understanding of major events.
* Knowledge of the Manchester stakeholder/sport business environment
* Evidence of success in your chosen career
* Experience and expertise in Commercial, Marketing or Ticketing

**HOW TO APPLY**

Please supply your CV with a covering letter/email setting out the reasons why you feel you are suitable for this role.

The SMG aims to recruit and retain 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. The contract will be held by GBTKD on behalf of the SMG.

Applications are welcomed from all people irrespective of age, sex, gender, sexual orientation, marital status, pregnancy/maternity/paternity/caring responsibilities, ethnic and cultural background, nationality.

Please reply to:

Garry Adams, HR Manager, GB Taekwondo

by e‐mail at:

Garry.Adams@gbtaekwondo.co.uk

Closing Date for Applications: **FRIDAY 20th APRIL 2018**

Interviews: **Weds 25th APRIL 2018**