



TABLE TENNIS ENGLAND RECRUITMENT PACK

**Area Manager (East)**

# THE ROLE

**Title:** Area Manager (East)      **Department:** Table Tennis Development

**Contract type:** Permanent, full-time (35 hours per week)

**Remuneration:** £25,000-£30,000

**Location:** Flexible, but must be able to travel with ease to East area (Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Leicestershire, Norfolk, Northamptonshire, Nottinghamshire, Rutland and Suffolk)

**Closing date:** Midnight, Sunday 20th August 2023

## ROLE PURPOSE:

[Table Tennis United](#) states a very clear Purpose – Hosting generations of players at our table, and a 'Vision to be a table tennis nation'.

Our aim is to ensure 'participation with a purpose' - table tennis will be available to anyone from any background, creating a lifelong love of the sport while enabling a clear pathway to support those players and coaches on the journey to the very top of the game; the Olympic podium.

The Area Manager network will be responsible for building a seamless and integrated environment that achieves stronger clubs, leagues, and schools at the heart of our community, attracting more people to play table tennis more often, enabling and creating a range of opportunities that are not just fit for today, but for the future of our sport and growing and developing a world class workforce.

The Area Manager will be responsible for leading all aspects of table tennis development across their geographic area, including, but not limited to, participation for all, bringing schools and clubs together, strengthening clubs and league table tennis, coach and volunteer learning, competition planning and pathway development. The Area Manager will also be responsible for local partnerships who can actively contribute to the growth of national programmes.

## THE OPPORTUNITY:

**'Meet people where they are at'**

**'Be seen to be believed'**

Two of the key principles of *Table Tennis United*.

Area Manager's hold one of the most important roles in Table Tennis England creating greater visibility of the organisation; you are one of the 'go to' people to support the growth and success of local table tennis.

You will achieve this by collaborating, listening, understanding, and co-designing local delivery plans that align to Table Tennis United but that ensures a sustainable and healthy future for the table tennis community.





# KEY DELIVERABLES

## RESPONSIBILITIES:

You will be responsible for driving the achievement of these key objectives:

- Visibility – you will be the face of table tennis locally, the 'go to' person for all things table tennis in your Area
  - you will be expected to be with partners for a minimum 40% of the working week. While face to face support is required on the majority of occasions, remote engagement is acceptable from time to time
- Using data and insight established by the Engagement Team, and local sources, lead the development of the annual Local Delivery Plan for your Area which will contribute to the success of Table Tennis United.
  - Deliver 'Participation with a Purpose' - achieve participation targets in;
    - the number of people active in table tennis ensuring no barriers exist to people taking part
    - the number of people regularly using public tables
    - the number of junior and adult players joining clubs
    - the number of clubs with active links to local schools
    - the number of active coaches and officials
    - the number of players competing
- Engage and support the table tennis community, and wider local partners, to implement the Local Delivery Plan to increase the opportunities for people of all ages, abilities, and backgrounds to play table tennis
- Work directly with colleagues across the Development team, Competition and Pathway teams to support strategies and plans in these areas to be integrated, inclusive, accessible, welcoming, and enjoyable for all
- Proactively demonstrate the impact of your local delivery plan, being sure to capture and share your successes and learnings across your team, the organisation, and the table tennis community
- Lead on the development and management of your Area development budget, working with the Senior Area Manager, Head of Table Tennis Development and Head of Finance
- Establish and maintain strong working relationships with local clubs, leagues, coaches, Active Partnerships, education, local authorities, leisure trusts, commercial operators, and the local table tennis workforce.
- Establish and lead a local table tennis Area Committee with key stakeholders in the local community and support table tennis networks with the planning and delivery of Local Delivery Plans
- Work closely with the Head of Competitions & Events to support the development and implementation of an annual calendar of competitive opportunities, ensuring this is informed by the needs of your Area to maximise the number of people competing on a formal or informal basis
- Work closely with the Coach Education Manager to support the development and implementation of an annual calendar of learning and development opportunities for coaches, officials, and the wider volunteer workforce, ensuring this is informed by the needs of your Area, and its Local Delivery Plan
- Work closely with the Head of Pathway Development to support the establishment and operation of Pathway Development Centres and the improvement of coaches and young players

# PERSON SPECIFICATION

SKILLS:	ESSENTIAL OR DESIRABLE
Excellent interpersonal and leadership skills	E
Proven action planning and implementation skills.	E
Good IT skills, proficient in the use of One Drive, Microsoft Office Word, Excel, Outlook, PowerPoint, Teams.	E
A problem solver – someone who can demonstrate finding solutions	E
Proven project management skills	E
Comprehensive financial management and budgetary skills	E
Strong networking skills with the ability to form relationships with a variety of internal and external partners	E
Ability to utilise insight and data to inform project plans, and assess ongoing effectiveness	E
Strong presentation delivery skills with experience of presenting to large groups of internal and external stakeholders	E

KNOWLEDGE:	
Knowledge and understanding of the structure and funding of sport in England	E
An understanding of sports development, participation, coaching, competition, and talent pathways	E
Knowledge of the workings of Sports Governing Bodies and how Boards and Committee structures operate	E
Knowledge of local sport structures – clubs, leagues, local associations, and the role each can play to contribute to the growth of the sport	E
Knowledge of table tennis	D

# PERSON SPECIFICATION

## EXPERIENCE:

### ESSENTIAL OR DESIRABLE

Experience of influencing externally with stakeholders	E
Experience of delivering transformational change project	E
Experience of identifying funding opportunities, attracting sources of funding, and preparing and developing successful funding bids	E
Experience of working within a membership organisation	D

## APPROACH:

An inclusive and inspirational approach to quality, continuous improvement, and teamwork	E
An appreciation of the importance of political relations	E
A proven team player with demonstrable commitment to continuously encouraging greater inclusion at all levels	E
Ability to exercise sound judgement, with a high level of integrity	E
Ability to make decisions based on accurate and timely information and analysis	E
Flexible and adaptable, with proven abilities of working under pressure	E
Flexibility to travel nationally with overnight stays and potentially weekend work	E
Well organised with a consistent delivery of work	E

## QUALIFICATIONS:

Demonstrable commitment to continuous professional development	E
Graduate level educational background, or equivalent	D
Hold a full, valid driving licence	E



# HOW TO APPLY

## YOUR APPLICATION AND THE RECRUITMENT PROCESS

To apply, please send a covering letter outlining why the role appeals to you and how you meet the person specification, along with a CV to [hr@tabletennisengland.co.uk](mailto:hr@tabletennisengland.co.uk)

For an informal conversation about the role, please contact Senior Area Manager Claire Warner [claire.warner@tabletennisengland.co.uk](mailto:claire.warner@tabletennisengland.co.uk) / 07813432518

**Applications close at midnight on Sunday 20th August, with interviews TBC, likely to take place week commencing 28th August in Milton Keynes.**

**Table Tennis England is proud of our commitment to equal opportunities:**

Table Tennis England is committed to becoming a more diverse and inclusive organisation to bring new and different perspectives to our work. So that we can more closely reflect UK society, we particularly encourage applications from individuals within groups which are currently underrepresented within our organisation, most specifically.

Table Tennis is committed to the full inclusion of all qualified individuals. As part of this commitment, Table Tennis England will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, please contact Sue Wressell, EA to the Chief Executive – tel. 01908 20892 - or by email [sue.wressell@tabletennisengland.co.uk](mailto:sue.wressell@tabletennisengland.co.uk)





# Table Tennis England

**[tabletennisengland.co.uk](http://tabletennisengland.co.uk)**

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