



Empower Our Team: Join as an Administrative Assistant Peak Performance Olympic Taekwondo Academy!

#### **About Us:**

Step into the world of the Peak Performance Olympic Taekwondo Academy, a well renowned international level club based in Wimbledon. Our mission is clear: to help everyone actualise their full potential through Taekwondo.. What sets us apart? Our unwavering dedication to providing top-tier training in an atmosphere that's as warm as it is motivating. We're a community that embraces individuals of all aspirations.

#### **A Journey Forward:**

Our narrative is one of progress, and we invite you to be a part of it. With over 140 members thriving at our Wimbledon site, our ambitions only grow stronger. Over the next year, our goal is to double our Taekwondo family while upholding the exceptional training and connection we're known for.

#### **Our Path to Excellence:**

Our approach isn't mere philosophy – it's a tried-and-true journey to success. Our distinctive methodology and development pathway have nurtured local talents who've proudly represented Team GB across various age groups as well as multiple national champions and international medalists. These rising stars have showcased their prowess on the global stage, donning national colors with pride. With their eyes on Olympic dreams, they stand as testament to our values.

#### **What We Seek:**

We're in search of a special individual to step into the role of Administrative Assistant. Someone who recognises that behind every success story stands a well-organised and supportive team. An individual who thrives in an environment of growth.

#### **Your Role in Our Mission:**

- **Warm Connections:** You will be our point of contact to welcome and engage potential and current members through our digital comms. You will communicate with our prospects and members through email, phone Engaging and following up with our leads to get them over the line to attend their trial and to convert them into members. When we host trial days you will help to answer questions and to sign members up in person after the trial process as well as taking an initial payments using our online platform.
- **Efficient Coordination:** Managing our resources, from doing stock takes on uniforms to training gear and helping us prepare for our taekwondo gradings, organisation will be your forte. Your diligence will ensure our members and facilities are consistently primed for success.
- **Social media and community builder:** You will schedule our weekly social media content on Instagram and Facebook and engage with any prospective trials that enquire through these platforms. You will also post and communicate any events, team results and club updates through our social channels. Experience with social media scheduling platforms is a plus.
- **Meeting Challenges:** When it's time for competitions, you'll ensure our team and gear are seamlessly prepped. Your meticulous attention to detail will shine through from beginning to end. From registering athletes for a competition, to planning the travel arrangements, liaising with parents and ensuring payments are collected on time and any payments that are to be made to organisers before the deadlines. Special

attention will be needed for domestic and international travel to ensure no one is left behind and misses a competition.

- **Community Builder:** Through outreach to local schools and community organisations you'll open doors for more individuals to experience the magic of Taekwondo. Your connections will expand our community.
- **Efficiency Expert:** Keeping our emails and schedules aligned will be your secret to keeping us on track.

#### **Characteristics, Skillsets: and Traits:**

- **Organized:** Exceptional organisational skills to manage tasks, schedules, and resources effectively.: Proficiency in managing emails, scheduling, and appointment coordination.
- **Detail-Oriented:** Keen eye for detail to ensure accuracy and precision in administrative tasks.
- **Proactive:** Demonstrates initiative and takes the lead in managing tasks and solving challenges.
- **Adaptable:** Flexible and able to handle changes or unexpected situations with a positive attitude.
- **Excellent Communicator:** Strong written and verbal communication skills for member interactions and team coordination. Copywriting skills is a plus
- **Data Management:** Ability to maintain accurate records, databases, and member information.
- **Multitasking:** Skilled at handling multiple tasks and responsibilities simultaneously.
- **Customer-Focused:** A commitment to delivering excellent service and support to members and prospects.
- **Problem Solver:** Effective at finding solutions to issues and improving processes.
- **Time Management:** Ability to prioritize tasks, manage workload, and meet deadlines efficiently.
- **Confidentiality:** Demonstrates discretion and professionalism when handling sensitive information.
- **Copywriting :** Ability to write captiviting copy

#### **Relevant Experience:**

- **Administrative Experience:** Prior experience in administrative roles or sports team/club management is preferred.
- **Customer Service:** Background in customer service or member relations is a plus.
- **Event Coordination:** Experience in coordinating event and competition logistics is preferred however not essential as training and guidance will be given.
- **Inventory Management:** Familiarity with managing inventory, orders, and supplies.
- **Sports or Fitness Background:** A passion for sports, and an understanding of athletic training environments and demands.

#### **About the role**

This role is primarily remote, with flexibility to accommodate the Academy's needs. Initial guidance will be provided, but the position requires a proactive and independent work ethic. While we value your individual approach to tasks, timely completion of all responsibilities is essential. Occasional weekend event attendance may be necessary, with advance notice provided.

You will report directly to the Director and Head Coach, collaborating with the coaching team as needed. Interaction with Academy members, new prospects, and our national governing body, British Taekwondo, will be frequent, particularly concerning licences and memberships.

Ideal candidates are proactive self-starters. Some of the weekly responsibilities include:

- Making phone calls to confirm the attendance of trial prospects and guiding them through the sign-up process.
- Assisting in the organization of team events, including competitions and gradings.
- Conducting outreach through email to local schools and organizations, proposing partnerships for taster sessions, workshops, and afterschool clubs to expand community engagement.
- Supporting the Director in organizing member data and notetaking for project development.
- Managing equipment and uniform inventory levels and placing orders with suppliers as necessary.

- Scheduling social media posts

This is a solo, driven role, critical to the successful and organized operation of our Academy.

**Join Our Journey:**

If you're passionate about joining our team and if you're eager to contribute to a legacy of excellence, we encourage you to apply. Send us your resume and a thoughtful cover letter to [info@peakperformancetkd.co.uk](mailto:info@peakperformancetkd.co.uk). Applications will be accepted until 28th August 2023 and. At Peak Performance Olympic Taekwondo Academy, diversity is our strength – every story enriches our team.

Hourly pay ranging from £13 to £15 per hour for 8-10 hours a week.

Together, let's shape a future where Taekwondo ignites the spark of greatness within each individual.