



TABLE TENNIS ENGLAND RECRUITMENT PACK

VRU Sport Internship Programme

THE ROLE

Status: 28 hours per week (4 days)

Remuneration: £19,150

Department: Table Tennis Development

Reports to: Area Manager (London)

Contract duration: 12 months fixed term contract

Location: Hybrid working

Closing date: noon, Friday 18 October 2024

ROLE PURPOSE

Table Tennis England (TTE) is the National Governing Body of table tennis in England. Through our exciting strategy, [Table Tennis United](#), we aim to become a table tennis nation. As part of this strategy, we have established focus areas across the country, with London being one of the key locations.

As an organisation, we are proud of our commitment to equality, diversity, and inclusion. We are particularly excited about the opportunity to empower young people from communities underrepresented in sport by providing them with the chance to build their skills through the Mayor of London VRU Sports Internship Programme.

We are currently recruiting two interns, aged 18-24 who are passionate about making a difference and increasing participation in table tennis. This internship is an excellent opportunity for individuals interested in learning more about sports development and the operations of a National Governing Body (NGB).

Successful candidates will represent the voices of under-represented communities and help to facilitate access to table tennis across London.



THE ROLE

KEY RESPONSIBILITIES:



• The Jack Petchey Table Tennis Programme

You will assist in organising event qualifiers and finals, collaborating with various teams to ensure the successful delivery of the programme. You will provide administrative support for the table donation scheme, engage with schools and youth clubs, and handle payments. Additional duties will be performed as required to support Table Tennis England's objectives.



• TT Kidz Programme

You will assist in the administration and delivery of the TT Kidz programme for clubs and schools, including supporting TT Kidz sessions and festivals. You will also create case studies and good news stories for Table Tennis England's platforms.



• Club, League, and Competition Support

You will manage general enquiries from clubs, leagues, and schools, and handle venue bookings and administration for events. You will process applications and payments, assist clubs using the TT Clubs platform, and support the setup and organisation of various events.



• Local Organising Group

You will participate in the Local Organising Group to enhance under-9 participation, competitions, and workforce development. You will collaborate with partners like London Sport, Sported, and London Youth, and review data and insights to inform and recommend future initiatives.



• Pride of Table Tennis Awards

You will participate in selecting finalists for the national Pride of Table Tennis Awards and organise their attendance at the national ceremony. You will coordinate with the marketing and events team to produce the awards booklet and support the Area Manager in delivering the national finals.



• Youth Voice

You will lead the creation of a Youth Voice group in London to give young people a platform in table tennis. You will collaborate with internal and external organisations for project insights, provide feedback to the London Area Manager and development team, and work with the marketing team to create project content.



You will develop strong time management, project administration, and organisational skills while balancing multiple tasks and deadlines. You will enhance their abilities in communication, IT, marketing, financial literacy, problem solving, and teamwork, alongside gaining experience in leadership, adaptability, and critical thinking.



THE ROLE

PERSON SPECIFICATION:

This role will suit you if you are:

Passionate and Enthusiastic: about sport and/or sports development to encourage participation	E
Organised and Detail-Orientated: to be involved in numerous projects, working with various teams in a busy organisation.	E
A Good Communicator: capable of interacting effectively with a range of stakeholders, including schools, clubs, and internal teams. It is a requirement to have a minimum of English and Maths at GCSE grade C/4 or equivalent.	E
Proactive and Adaptable: comfortable working independently, taking initiative, and adapting to changing situations, including occasional unsociable hours.	E
A Team Player: work well within a team and collaborates effectively with others, while also showing leadership and problem-solving skills	E
A Confident Administrator: can use the Microsoft suite (Word, Excel, PowerPoint, Outlook) and be comfortable being trained in financial and monitoring & evaluation systems.	D
Creative: to use your own experiences to shape projects and create promotional material.	D
Resilient and Flexible: demonstrates a positive attitude, resilience in the face of challenges, and flexibility in handling diverse tasks and responsibilities.	D

This role would be a great fit for you if you are enthusiastic about sports development, enjoy a variety of tasks, and are eager to gain experience in sports development roles.

Support available and what you will gain:

- 12 month paid internship with Table Tennis England developing your skills in the different facets of sports development.
- Mentor offering 1-1 support and guidance
- Skills builder training
- Resources to include: work laptop, uniform, TTE staff benefits, travel expenses to come to Head Office in Milton Keynes and other locations for work related activity.
- Training and CPD to include: coaching & officiating courses, safeguarding, CIMSPA membership along with a personalised CPD package.
- Networking opportunities
- Being part of the team: attending the Area Team meetings and all staff days.

EQUALITY, DIVERSITY & INCLUSION

TABLE TENNIS ENGLAND IS PROUD OF OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION:

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.

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 HR via Email hr@tabletennisengland.co.uk or phone 01908 208882.

Table Tennis England is committed to the best standards of care of children and as such this role will require a satisfactory DBS check. A copy of the Child Protection Policy can be found on the [website](#).



HOW TO APPLY

YOUR APPLICATION AND THE RECRUITMENT PROCESS

To apply, please complete the application and diversity forms via the links below:

[Application form](#)

[Diversity form](#)

Alternative Application Methods and Support

We are committed to ensuring our application process is accessible to everyone. If you require additional support to complete your application, we are happy to offer alternative methods of applying to meet your individual needs.

In addition to submitting your application online, you may request the following options:

- **Paper Application Forms:** We can send you a physical form via post, which you can complete and return to us.
- **Video or Voice Applications:** If you prefer, you can submit a video or voice note as part of your application, allowing you to explain your experience and skills in a format that works best for you.
- **Assistance with the Application:** Should you need help filling out the form, we can arrange for a staff member to assist you over the phone or in person.

To request any of these options or to discuss other forms of support, please contact hr@tabletennisengland.co.uk or phone 01908 208882. We are here to help ensure that everyone has the opportunity to apply for this role.

FURTHER INFORMATION

If you would like any further information about the role or you would an informal discussion about the opportunity, please contact Johnathon.driscoll@tabletennisengland.co.uk or by phone on 07583899507

To find out more about Table Tennis England and the programmes you will be involved in please click on the links below:

[Table Tennis United](#)

[Jack Petchey Foundation Table Tennis Programme](#)

[Pride of Table Tennis Awards](#)

[TT Kidz](#)

[London Area](#)

[ITTF Centenary World Championships 2026](#)

Applications close at noon on Friday 18 October 2024. Interviews will be arranged for the week commencing 4 November 2024.



Table Tennis England



tabletennisengland.co.uk

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