



TABLE TENNIS ENGLAND RECRUITMENT PACK
GOVERNANCE MANAGER

ABOUT TABLE TENNIS ENGLAND

WHO WE ARE:

We are the National Governing Body for table tennis in England with just under 25,000 members and a team of 40 staff; we are also appointed by Great Britain Table Tennis to lead the operational delivery of the GB Performance Programme which is solely focused on preparing athletes to represent Great Britain at the Olympic Games.

For more information, see: [ABOUT US](#) and subsections including our history here: [OUR HISTORY](#)

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

In line with our Level the Table strategy, 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, namely candidates who identify with different gender attributes, from an ethnically diverse background and/or individuals with a disability or long-term health condition, and/or those at any stage of their career.

Table Tennis England 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.

OUR PURPOSE:

To host generations of players at our table.

OUR VISION:

To be a table tennis nation.



OUR STRATEGY

Table Tennis United is the blueprint for table tennis in England and sets out our bold ambitions through four Pledges:

1. Table tennis will be a thriving community - a sport for everyone with no barriers to taking part
 - a. Working in partnership
 - b. Growing the grass roots
 - c. Participation with a purpose
 - d. Competition for all

2. Culture change across the pathway that inspires world-class performances and medal success
 - a. World-class pathway
 - b. World-class behaviours
 - c. World-class environments

3. Connection across the table tennis community
 - a. Building our digital capability
 - b. Staging fantastic events
 - c. Developing our partners

4. A high performing organisation that is not just fit for today but is fit for the future
 - a. A powerful culture
 - b. Tackling inequalities
 - c. Investing in people
 - d. Influencing our partners
 - e. Inspiring change
 - f. Growing our owned income

THE ROLE

JOB TITLE:	Governance Manager
STATUS:	Full-time
REMUNERATION:	Competitive (c.£45k - £50k dependent on experience)
DEPARTMENT:	Governance
REPORTS TO:	Head of Governance

PURPOSE:

This is a vital new role within the organisation, being introduced to enable Table Tennis England to significantly improve governance throughout the organisation and achieve our strategic intention of being a High Performing Governing Body.

The successful candidate will be responsible for managing varied governance areas including supporting the development of our safeguarding processes and training. They will support the Head of Governance to ensure that Table Tennis England has robust systems and process in place that ensure our compliance with the Code for Sports Governance, Child Protection in Sport and any Integrity requirements. There will also be a culture piece to this role too, driving change across the organisation and the sport more broadly.

This role requires strong relationship management and people skills to ensure not only our internal but our external customers are bought on the journey. An understanding of the sector including safeguarding, membership organisations and broader governance would be beneficial.



THE ROLE

KEY RESPONSIBILITIES:

1. Governance:

- Maintain governance logs to report to the Board and any other relevant parties as requested
- Proactively manage the compliance to the varying Governance frameworks requirements
- Ensure colleagues have the governance information, procedures, and advice they need in order to fulfil their responsibilities
- the creation and dissemination of the annual Governance operational plan
- Responsible for maintaining an up-to-date register of policies, procedures and terms of reference and recommending changes as appropriate
- Act as main point of contact for complaints and manage the complaints resolution process
- Support the Head of Governance in delivery of the Annual General Meeting and Annual Conference planning
- Have a robust knowledge of the Articles of Association, Regulations and procedures.
- Support effective governance through the provision of quality training and advice to Table Tennis England

2. Safeguarding:

- Undertake the role of Deputy Designated Safeguarding Officer.
- Be a member of the Case Management Group

- Support the Safeguarding and Disciplinary Manager to manage referrals to the Local Authority Designated Officer, children's social care system, the police and any other statutory agencies as may be required.
- In the absence of the Safeguarding and Disciplinary Manager be the central point of contact for all internal and external individuals and agencies and represent Table Tennis England at any external meetings relating to safeguarding

3. General:

- Attending training as required for ongoing development and to support the organisation to continue to improve its governance and safeguarding standards
- Perform any reasonable task as required under the direction of the Head of Governance to ensure efficient and effective governance.
- Manage the regular review of policies to ensure they meet statutory requirements as well as organisational needs. This will include ensuring that they can be seen as exemplars of best practice; and that they are appropriate and manageable for use within the organisation
- Support the delivery of the Environmental Sustainability Plan

PERSON SPECIFICATION

Essential requirements:

- Excellent organisational, administration and computer skills
- The ability to maintain confidential and sensitive records
- Good IT skills, proficient in the use of One Drive, Microsoft Office Word, Excel, Outlook, PowerPoint, Teams
- Good communication skills
- An ability to develop Table Tennis England's policies and procedures at a national level
- Strong presentation delivery skills with experience of presenting to internal and external stakeholders
- Knowledge, understanding and lived experience of Safeguarding including an ability to Influence relevant individuals to proactively adhere to the governance of safeguarding
- Ability to promote and demonstrate inclusive practice
- Knowledge of applying sensitivity and confidentiality to all cases
- A commitment to the issues around safeguarding young people and athlete, coach, and staff welfare in the sports performance environment
- Experience of working with Committee structures
- Experience of developing policies and procedures

- Experience of risk management
- Experience of dealing with external stakeholders
- A natural communicator, influential and with a genuine user focus – you will have experience of working with a broad range of stakeholders and will drive change through collaboration
- Demonstrable commitment to continuous professional development

Desirable skills, experience & qualifications:

- Knowledge of the workings of Sports Governing Bodies and how Boards and Committee structures operate.
- Interest in environmental issues and the impact and opportunities to create a more sustainable organization
- Knowledge of table tennis.
- Experience of contributing to transformational change programmes
- Experience of working within a membership organization
- Safeguarding qualification background, or equivalent experience
- Governance qualification or equivalent experience
- Hold a full, valid driving licence

HOW TO APPLY

YOUR APPLICATION

To formally apply for the role please submit the following in support of your application.

- An up-to-date CV setting out your career history, with responsibilities and achievements and preferred contact details.
- A one-page cover letter outlining your motivation and suitability for the role.
- Please send your application to hr@tabletennisengland.co.uk

Candidates whose application reflects the requirements of the role will be invited to attend an initial interview during February.

CLOSING DATE : Friday 7 February 2025

tabletennisengland.co.uk

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