



TABLE TENNIS ENGLAND RECRUITMENT PACK
PEOPLE 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:	People Manager
STATUS:	Part-Time (28 hours flexible)
REMUNERATION:	Competitive (c.£40k pro-rata, dependent on experience)
DEPARTMENT:	Governance
REPORTS TO:	Head of Governance

PURPOSE:

Reporting into the Head of Governance, you will be actively involved in almost all areas of HR activity including staffing, performance management, learning & development, implementation of policies & procedures and employment law compliance. Alongside day-to-day people operations, there will be plenty of exciting opportunities taking part in projects and initiatives that foster a high performing culture.

The role is based in Milton Keynes offering a hybrid work model with a mix of working from home and from the office. Due to the nature of the role and as we wish our people to develop rapport with our people across the UK, you may be expected to occasionally visit other locations for learning, networking and meetings.



THE ROLE

KEY RESPONSIBILITIES:

- Manage the implementation of the TTE People Plan
- Manage the onboarding process for new employees including welcome communications, references, DBS checks, coordination of induction plans making sure to deliver a positive experience for every new joiner.
- Act as the first point of contact for employees' queries and related requests, ensuring timely and accurate information is provided and escalation if needed.
- Ensure an efficient offboarding process for employees leaving the company.
- Lead on updating people policies & procedures in alignment with legal requirements and provide guidance to ensure effective implementation.
- Manage the recruitment process from posting job ads through to job offers.
- Manage the implementation and administration of the performance management process
- Championing employee development; working with individuals and their managers to determine appropriate L&D opportunities which enable people to do their best work
- Supporting line managers in effectively managing and developing their teams to deliver high performance outcomes
- Leading on employee engagement activities which support effective stakeholder engagement
- Support in the delivery of the Diversity & Inclusion Action Plan ensuring collaboration of teams and best practice approaches, fostering a culture of inclusion
- Take the lead with the attraction, assessment, checks, onboarding and events co-ordination for our volunteer workforce.
- Carry out general administration tasks including preparing HR documents, supporting membership queries
- Collaborate and manage on ad-hoc People projects as assigned.
- Attending training as required for ongoing development and to support the organisation



PERSON SPECIFICATION

- Previous experience within an HR generalist role is required.
- Previous HR Management experience
- Passionate about a diverse and inclusive workplace and organisation and prior experience of taking a key role in impactful EDI activity
- Able to demonstrate excellent communication skills, empathy and understanding
- Able to demonstrate excellent planning and organisational skills to balance the breadth of job requirements
- Good knowledge of key HR processes, activities and responsibilities across the entire HR lifecycle
- Proficiency in Microsoft Office with the ability to quickly adapt to new systems
- Valid UK driving licence
- Human Resources/ CIPD qualification (or working towards) or any related field is highly desirable

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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