



## Table Tennis England Apprenticeship

### Brief overview of the role

Table Tennis England are looking for highly motivated, organised and passionate individuals. A team player driven to make a difference through sport, each candidate should have a strong desire to gain knowledge and experience of the sports sector.

### Closing date

15th Dec 2017

### Apprenticeship summary

- Working week
  - 35 Hours
  - Total hours per week: 35
- Weekly wage  
£122.50
- Expected apprenticeship duration  
12 months
- Possible start date  
8th Jan 2018
- Apprenticeship level  
Advanced Level Apprenticeship
- Reference number  
VAC001314057

### Vacancy description

We have apprenticeship vacancies in a number of key parts of the business:

- *Performance and Events*
- *Operations, including customer service, finance, and rankings/membership.*
- *Development and Volunteering, including coaching and club development.*
- *Marketing and Communications*



**Table Tennis England**  
Norfolk House Saxon Gate West Milton Keynes MK9 2DL  
T 01908 208860 E [help@tabletennisengland.co.uk](mailto:help@tabletennisengland.co.uk)  
[www.tabletennisengland.co.uk](http://www.tabletennisengland.co.uk)

Registered in England  
Company number 04268058

Table Tennis England is a trading name of English Table Tennis Association Limited, registered in England at Norfolk House Saxon Gate West Milton Keynes MK9 2DL



Successful candidates will get experience across the whole business, but applicants should list which of the above departments are of particular interest to them. We will then work with you to allocate you to a suitable role dependent on your skills and interest.

You would be based primarily from our Milton Keynes head office, with the potential to gain experience out in the field or at major events.

Candidates will also be expected to:

- Support product and programme development within the organisation in the form of research, administration, and delivery.
- Promote good teamwork and great team performance by supporting team members when required

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## Requirements and prospects

Desired skills

- A willingness to interact with Table Tennis England customers on a daily basis
- Interested in learning a wide variety of skills within the sports industry.
- The ability to use basic office software such as word and excel.
- A passion for sport and desire to learn about the sports industry.

Personal qualities

- Is willing to learn, using their own initiative to put forward ideas
- A hunger to learn excellent customer service attitude and skills
- Is energetic, committed, and motivated
- Well presented and demonstrates a professional, friendly, positive attitude.

## Qualifications required

N/A

## Future prospects

Potential future employment





## About the employer

Employer

Table Tennis England

Description

Table Tennis England is the National Governing Body (NGB) for table tennis in England. It went through substantial changes between 2014-2016 and now, with the support of Sport England as its major funder, it is well positioned to move into the new 4-year funding cycle. Table Tennis England aspires to be recognised as a world leading National Governing Body, delivering a diverse and dynamic sport that transforms lives, connects communities, achieves excellence and inspires medal-winning performances.

Address

Table Tennis England

Norfolk House

88 Saxton Gate West

Milton Keynes

MK9 2DL

Table Tennis England is an equal opportunities employer and welcomes applications from all aspects of society. A copy of the policy can be found on the website

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

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## Training provider: ICON

Training to be provided

- Achieve a Level 2 apprenticeship as a customer service practitioner in 12months
- Learn with a Grade 1 trading provider with your own personal tutor to help guide you through the training and build a portfolio of evidence over your period of the apprenticeship.
- Gain key customer service skills, knowledge and behaviours to aid and excel your career.
- Gain National Recognised Functional skills Numeracy and Literacy.



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- Access to UKCC coaching qualifications as well as other table tennis specific CPD
- Training available in a wide range of departments depending on the interests/focus of the apprentice. e.g. graphic design, customer service, coaching.

### **Apprenticeship framework**

Customer Service



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