



Table Tennis England Traineeship

Summary

You must have a passion for sport and a willingness to gain valuable work experience in the sports industry. We ask that you are motivated, punctual, and committed to learning new skills. 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.

Closing date

21st November 2017

Traineeship details

- Training provider
 - Icon Training
- Traineeship sector
 - Business, Administration and Law
- Weekly hours
 - 100 hours of work experience - over 8-12 weeks.
- Expected duration
 - 8-12 weeks
- Possible start date: Immediately
- Reference number
 - VAC001293131
- Contact details
 - Sam Sullivan
 - 01291 423655
 - sam.sullivan@icon-training.com

Work placement

Your responsibilities (comprehensive training will be provided):

- Supporting various departments within the organisation with product development and administration



Table Tennis England
Norfolk House Saxon Gate West Milton Keynes MK9 2DL
T 01908 208860 E help@tabletennisengland.co.uk
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



- To learn how to deal with customers on a daily basis
- Support at major events where appropriate
- Undertake a wide variety of different tasks as necessitated by the business

Training to be provided

What you will learn?

- You will learn about all aspects of the organisation, with training in all departments, including: Coaching, Operations, Communications, Events/Performance, and Development.
- UKCC level 1 in Table Tennis Coaching - Optional.
- Level 2 NVQ Certificate in Business and Administration

Future prospects

Continuing as a full time paid apprentice, gaining a level 2 in Customer Service alongside the role. Following the traineeship we will work with you to find the most suitable apprenticeship position with the organisation, which you can then interview for.

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.

Requirements and prospects

Desired skills

- Some background or interest in sport
- Basic computer skills

Personal qualities

- Passionate about sport and motivate to learn about the sports industry.
- Willingness to learn
- Vibrant and engaging personality

Qualifications required

None specified.

Things to consider

Traineeships are unwaged and there is a guaranteed interview upon completion. Travel expenses during the traineeship will be covered by the employer.

