

**Status:** Full time

**Remuneration:** £25-29k

**Department:** Development

**Reports to:** National Participation Manager

**Direct reports:** None

**Contract duration:** Permanent

**Location:** Flexible, option for home based or attendance at MK office. Regularity of time spent in office to be discussed and dependent upon location.

Table Tennis England is the National Governing Body for table tennis in England. We fundamentally believe that table tennis is good for people, contributing to their physical and mental health and wellbeing and their individual development. We have a number of projects and programmes that enable a wide demographic to take part in the sport, in a way that is suitable for them.

## **Job summary**

Table Tennis is celebrated as an accessible and inclusive sport but there is a clear gender imbalance. Increasing the number of women and girls is a key part of Table Tennis England's #levelthetable strategy, aiming to increase the diversity and inclusion in the sport. Table Tennis England has set a future ambition to reach gender parity across the sport. To reach this goal, we will need to understand better how to support positive experiences and develop the right offer to engage new audiences.

The post holder will support bringing the Women and Girls strategy to life, covering a range of areas including research and insight, activation and working closely with the club network and local and national partners.

## **Our gender parity journey**

Women make up 51%\* of the population in England but only 12% of TTE members, 17% of coaches and just 3% of Club or League Chairs are female. Therefore, we have an unapologetic focus on increasing women and girls' involvement in our sport and making table tennis a space where women and girls feel welcomed, valued, visible and have the opportunity to progress.

Through surveys and direct contact with our female members and women involved in the sport, we have a clear understanding that, for many people, table tennis looks and feels like a space designed and dominated by and for men. This doesn't negate that there are women and girls having fantastic experiences in the sport and that there are clubs, leagues, coaches and volunteers doing some great work to create inclusive spaces but, we cannot ignore that there are also women and girls having very bad experiences and who are being put off playing and participating. Our insight shows that females would like to engage more in our sport and when provided with the right opportunities,

they do! So gender parity is not only important for our inclusivity agenda, but for the growth, development and future of our sport too.

Our commitment to women and girls does not mean that male participation becomes less important - we will continue to work hard to develop opportunities for men and boys too, but we must acknowledge the disparity that exists. We are therefore wholeheartedly committed to **#LevelTheTable** for women and girls and, going forwards, a much higher percentage of our time, funding and energy will be directed towards increasing opportunities for women and girls in our sport.

Whilst Women and Girls are one part of the Level the Table strategy; there is so much diversity and segmentation opportunity within this group which we will explore and address as part of working towards our long term vision of gender parity.

By intentionally removing barriers and providing more opportunities for Women and girls, this will be a catalyst for growth and a much wider beneficial impact felt in all areas across the sport, contributing to the strategic goals in the Level the Table strategy.

## **Key responsibilities**

- Support with the delivering of the Women and Girls strategy which includes:
  - Increasing the opportunities for women and girls to play table tennis
  - Increase the number of females only sessions being delivered through our existing programmes
  - Contribute to research and campaigns to support raising the profile of women and girls in the sport
  - Support the Coach and Education team to increase the number of women coaches, activators and tutors
- Understand the barriers that women and girls are facing in the sport and be able to communicate suitable solutions to delivery partners
- Support the administration of Women and Girls projects that are funded by Table Tennis England
- Lead on the Targeted club projects including administration, ongoing support and data collection
- Support with monitoring and evaluation of women and girls projects, case studies, insight guides and toolkits
- Lead on the day to day running of an online community for women and girls
- Work closely with the National Participation lead and Diversity and Inclusion lead to support embedding the women and girls work across the organisation
- Support the review of programmes and projects to be inclusive and accessible to women and girls
- Work closely with other key staff members on Targeted intervention projects focusing specifically on engaging :
  - U11 girls
  - East Asian Women
  - Disabled and those at risk/that have long term health conditions

- Work directly with Women and girls in Table Tennis, ensuring that their experiences and views are embedded into project and insight work
- Support project leads to embed practises that increase the number of women and girls in that programme

## **Person specification/ Key skills/experiences**

### **Essential**

- Passionate about increasing the number of women and girls taking part in sport or physical activity
- Experience of working with or as a volunteer
- Excellent time management skills and an ability to multi-task
- Problem solver and able to think innovatively to produce realistic and sustainable ideas
- Minimum of 3 years' experience of project management
- Experience of working with a wide range of external partners
- Excellent written skills; able to produce a wide range of written documents including reports and programme proposals
- Excellent oral communication skills including delivering presentations
- A resilient and flexible approach to work
- Great team player and able to work independently
- Positive and can-do attitude
- Understanding of how to use insight to influence decision making and impact reviewing programmes
- Able to challenge ways of working or thought processes

### **Desirable**

- Previous experience working in a sport and/or charity organisation
- Experience of working on specific Women and Girls projects or initiatives

Table Tennis England is an equal opportunities employer and welcome applications from all suitably qualified persons, regardless of their race, gender, disability, religion/belief, sexual orientation or age. A copy of the policy can be found on the Table Tennis England 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 Child Protection Policy can be found on the website.

To apply, email a CV and covering letter to [hr@tabletennisengland.co.uk](mailto:hr@tabletennisengland.co.uk), outlining how your experiences and knowledge match with the person specification. For an informal discussion about the role, please call Jenny Leach on 07955203981 or email on [jenny.leach@tabletennisengland.co.uk](mailto:jenny.leach@tabletennisengland.co.uk)