



TABLE TENNIS ENGLAND RECRUITMENT PACK

Operations Coordinator

JUNE 2025



ABOUT US

WHO WE ARE

We are the National Governing Body for table tennis in England with 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.

OUR PURPOSE

To host generations of players at our table.

OUR VISION

To be a table tennis nation, competition for all.

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 a grass roots workforce
 - 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

Title: Operations Coordinator

Status: Part-Time (28 hours, 4 days per week Monday-Friday, or as required by the organisation)

Remuneration: £28k per annum (pro-rata)

Location: Remote, with domestic travel as needed

Department: Performance Development

Reports to: Director of Performance Development

ROLE PURPOSE:

This is an exciting new position within the organisation, introduced to enable Table Tennis England to support all aspects of the pathway programmes and ensure effective implementation against the Performance Strategy to achieve our pillar of being a High Performing Governing Body.

The successful candidate will be responsible for coordinating activities in performance operations and providing administrative support to the Director of Performance Development and the wider performance development team.

This role requires strong organisational skills across logistics and event management including in risk assessment, health and safety and GDPR compliance within performance operations.



KEY RESPONSIBILITIES

1. Performance Operations Support:

- Coordinate logistics for domestic and international training camps, competitions, and athlete travel (e.g., booking venues, accommodation, transport, and meals)
- Oversee and manage the entry systems for events (WTT and ETTU) and liaising with the performance team to confirm event entries
- Provide support co-ordinating athlete meetings with staff at the request of the Director of Performance Development
- Manage the inventory of the Performance team's equipment and ensure equipment is well stocked and in impeccable condition
- Assist with the planning and scheduling of key performance events and camps in line with the Performance calendar and overall Performance objectives

2. Administrative Support:

- Manage athlete and staff documentation, including consent forms, medical records, travel documentation, and kit orders
- Support the Director of Performance Development to manage and undertake the financial processes for the Performance team, including support in the reporting of our finances to key stakeholders
- Support the coordination of Performance Team, Management and Board meetings, prepare agendas, take minutes, and follow up on actions

- Maintain accurate records on performance systems and databases (e.g. athlete profiles, and where necessary, reporting)
- Assist in ensuring safeguarding, health and safety, and GDPR compliance within performance operations
- Monitor and maintain risk assessments and travel protocols for camps and competitions
- Ensure effective, coherent communication to parents, coaches and other relevant stakeholders when arranging the logistics for camps, competitions and performance events

3. Communication & Stakeholder Liaison:

- Act as a point of contact for athletes, parents, coaches, and partners in relation to operational matters
- Support internal communication across departments and externally with organisations such as UK Sport, Sport England, and other key stakeholders
- Support the distribution of schedules, policies, updates, and documentation to all stakeholders
- Ensure effective communication and feedback to relevant stakeholders including Director of Operations, ITTF, WTT, UK Sport, GB Home Nations, NGBs and Sport England

PERSON SPECIFICATION

ESSENTIAL or DESIRABLE

Skills:	E or D
Excellent organisational, administration and computer skills	E
The ability to maintain confidential and sensitive records	E
The ability to work on own initiative with a flexible and adaptable approach	E
Good IT skills, proficient in the use of One Drive, Microsoft Office Word, Excel, Outlook, PowerPoint, Teams	E
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Excellent written and verbal communication skills	E
Ability to work with a high attention to detail	E
Knowledge:	E or D
Understanding of working in a fast paced, complex environment where results are crucial	E
Event entry management	E
Understanding of Table Tennis and the Performance Strategy	D
Experience:	E or D
Operational and logistical coordination experience	E
Experience of taking on a support role working with a range of stakeholders	E
Experience of managing sensitive information and maintaining accurate records in systems and databases	E
Experience of dealing with external stakeholders	E
A natural communicator, with a focus on supporting effective communication channels both internally, and externally with sporting bodies and organisations where relevant	E
Experience of planning and scheduling events, meetings and logistics associated with domestic and international travel	D
Qualifications:	E or D
Demonstrable commitment to continuous professional development	E
Hold a full, valid driving licence	D

Behaviours: Passion and drive, resilience, curiosity, gratitude and respect, adaptability, self management.

HOW TO APPLY

DIVERSITY & INCLUSION:

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 within our organisation, 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.

If you require any assistance in completing your application, or at any point throughout the appointment process, please contact our People Team directly by emailing hr@tabletennisengland.co.uk.

YOUR APPLICATION

If this exciting position appeals to you, please submit the following:

An up-to-date CV which shows your full career history and details your skills and experience and how you meet the requirements of the role. We recommend that this is no longer than two pages.

A covering letter detailing what you think you can bring to this position and why it appeals to you – we recommend that this is no longer than two pages.

For an informal conversation about the role please contact Gavin Evans at gavin.evans@tabletennisengland.co.uk.

Closing date for applications is Friday 27 June 2025 by 11:59pm.



tabletennisengland.co.uk

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