



TABLE TENNIS ENGLAND RECRUITMENT PACK

## Programmes Officer



JUNE 2026

 [tabletennisengland.co.uk](http://tabletennisengland.co.uk)

# ABOUT US

## CULTURE & VALUES

Our values are essential to our success and serve as guiding principles for how we drive forward positive change and connect with one another, our members, volunteers and wider workforce to make table tennis a game for everyone.



 **OUR VALUES**

**PLAY TO WIN**

We strive for excellence in all that we do, continuously driving forwards to make a positive change and supporting others to win their way

**RALLY TOGETHER**

Uniting to achieve a shared purpose, bringing others on the journey to success

**EVERYONE'S GAME**

We celebrate diversity, foster belonging and ensure everyone feels their contribution to the game is recognised and meaningful

## 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.

# ABOUT US

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.



Should you require assistance with the application process, please contact HR and we will make every effort to meet your specific requirements. Table Tennis England operates under the Disability Confident Scheme.

## 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:** Programmes Officer

**Status:** Full-time (Fixed-Term contract until 31 March 2027)

**Remuneration:** £26-27k

**Location:** Hybrid – approx 1 day per fortnight in our Milton Keynes Head Office

**Department:** Development

## ROLE PURPOSE:

The Programmes Officer plays a pivotal role in delivering and developing Table Tennis England's national community, club, and children & young people (CYP) programmes. This combined role supports Ping! and recreational initiatives, club programmes, and leads on the administration of schools, TT Kidz and school offers.

## THE OPPORTUNITY:

The Programmes Officer role offers an exciting opportunity to contribute to the growth and development of table tennis at a grassroots and community level. You will be involved in a varied and impactful portfolio of work, supporting national programmes that engage clubs, schools and young people across the country.

Working across multiple programme areas, you will play an important role in ensuring activities are well-organised and effectively delivered, helping to create accessible and engaging opportunities for participation. This role requires a proactive and organised approach, with the ability to manage a range of administrative responsibilities while working collaboratively with colleagues and partners to support the wider development of the sport.



# THE ROLE

## KEY RESPONSIBILITIES

### Programme Administration & Delivery

- Manage day-to-day administration for Ping! programmes (Hubs, Parlours, Community)
- Oversee delivery and development of Premier Club and club support programmes
- Lead administrative delivery of TT Kidz, TT Kidz for Schools, and CYP programmes
- Coordinate logistics including orders, invoicing, purchase orders, supplier liaison, and stock monitoring
- Respond to and triage Zendesk tickets
- Support organisation and onsite delivery of community, CYP and school-based events
- Grow school participation through TT Kidz Schools, resources, competitions, and local partnerships
- Strengthen relationships with school networks, MATs, and Active Partnerships

### Schools Leadership

- Act as the primary delivery contact for schools programme administration and national coordination
- Support the Schools Committee to deliver and administer the annual schools programme

### Programme Development

- Support programme review and improvement across community, club, schools and CYP spaces

- Contribute to new initiatives aligned with strategic priorities
- Support consistent national delivery models and high programme quality

### Stakeholder Engagement

- Act as a primary contact for clubs, schools, CYP partners
- Work with Area Managers to support local programme relationships

### Monitoring, Evaluation & Insight

- Collect and analyse participation data.
- Produce reports for funders, internal teams, and partners
- Use insight to inform programme improvements

### Marketing & Communications

- Liaise with the marketing team to maintain accurate programme information
- Support digital promotion and collect case studies

### Additional Support

- Provide any other relevant administrative, programme, or partnership support as required by the Development Team

# PERSON SPECIFICATION

## SKILLS AND ABILITIES

	ESSENTIAL OR DESIRABLE
Strong organisational and administrative skills	E
Ability to manage multiple tasks and priorities	E
Excellent communication skills	E
Competent in Microsoft Office and digital tools	E
Customer service or stakeholder engagement experience	E
Knowledge of the schools sector or youth work	D
Experience in programme delivery or community engagement	D
Understanding of table tennis or sports development	D
Knowledge of EDI in sport	D

# BENEFITS

- An impressive range of facilities at the National Badminton Centre, including café with staff discounts
- Gym membership contribution or option to subscribe to on-site gym
- Employee Assistance Program
- 25 Days of Paid Leave plus Bank Holidays (full-time employees)
- Learning & Development opportunities
- Cycle to Work Scheme
- Vision Cover: Contribution towards eye tests and glasses
- Employee-supported Volunteering days
- Long Service Awards
- Free On-Site parking
- The People's Pension with Employer Contributions of 3%
- Table Tennis England Membership, plus access to discounts from a range of suppliers and partners
- TTE Kit
- Work Life/Family Balance, including flexible and agile working options



# HOW TO APPLY

## YOUR APPLICATION

If you are inspired and excited by the role and to be part of the Table Tennis England team, please send a CV (no more than two pages) and a covering letter highlighting what you can bring to the role and why you would like to be a part of the team.

Please submit your application to:

[hr@tabletennisengland.co.uk](mailto:hr@tabletennisengland.co.uk).

The closing date for applications is

**5pm on Friday 26 June**

Interviews to be held on

**Thursday 9 July 2026**

For an informal discussion about the role, please contact Johnathon Driscoll by emailing

[johnathon.driscoll@tabletennisengland.co.uk](mailto:johnathon.driscoll@tabletennisengland.co.uk)

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**tabletennisengland.co.uk**

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