

British Clubs League & Competitions Support Officer

August 2026

ABOUT US

CULTURE & VALUES



WHO WE ARE

We are the National Governing Body for table tennis in England with a team of 50+ 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.

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: British Clubs League & Competitions Support Officer

Status: Fixed-Term Contract until March 2028

Remuneration: £23,132.20 to £25,000.00 per annum

Reports to: British Clubs League Officer

Department: Development & Competitions

Location: Hybrid with minimum 1 day per week at Head Office, Milton Keynes, to be determined by work programme. The role involves national travel and the ability to commit to 4x weekend on-call days, plus 4-5 event weekends

ROLE PURPOSE

To provide high-quality administrative and operational support to the Competition and Events team, helping to plan, coordinate and deliver national table tennis competitions and events. The role supports the successful delivery of national leagues and tournaments, works closely with volunteers and the wider table tennis community, and ensures competition systems, processes and logistics are coordinated effectively to provide positive playing opportunities that support participation and retention in the sport.

The postholder will support the delivery of British Clubs Leagues and national tournaments and events, contributing across both areas to ensure the successful operation of Table Tennis England's competition programme. This includes helping to coordinate logistics for some of the most high-profile and visible table

tennis events in England, supporting hosts and entrants, and administering entry, payment and player registration processes. The role offers the opportunity to be involved in a diverse range of competitions and events, with weekend work required to support event delivery.

THE OPPORTUNITY

This is an exciting opportunity to play a key role in helping people enjoy and stay involved in sport through the delivery of high quality table tennis competitions and events. The role contributes directly to Table Tennis England's wider strategic objectives, by creating positive experiences for players, volunteers and stakeholders across the sport.

The successful candidate will work with colleagues across multiple teams and engage with a diverse network of volunteers, clubs and competition organisers. With involvement in a wide range of projects, events and operational activities the role promises a varied and rewarding work programme.

We are committed to supporting the development of our people. The postholder will have access to training and development opportunities, supported by a personalised development plan designed to enhance skills, broaden experience and support future career progression.

KEY RESPONSIBILITIES

National Leagues

- Act as a central point of contact for National Club Leagues (including British Clubs League, and the Cadet and Junior sections), and liaise with the volunteer committee leads and referees
- Support the processes for online team entries and entry fees, and player registrations
- Support the processes for appointing hosts, and paying appropriate hosting fees
- Support hosts to deliver to requirements, specifically including configuring and delivering the online fixtures/ results platform
- Support necessary finances and reports, including any results reports required for ranking purposes
- Support event delivery onsite, including British Clubs weekends, and remote support for localised events

National Tournaments

- Act as the first port of call for tournament enquiries from players, members and external suppliers
- Prepare accreditation and signage, collate information, and create databases and other related event paperwork as required
- Support the Competitions & Events planning and review process for competitions and events hosted in England

TABLE TENNIS ENGLAND RECRUITMENT PACK

- To undertake other duties from time to time as reasonably required by your Line Manager
- Support event delivery onsite, including allocated National Championships/ Cups/ Series

General

- Provide administrative and logistical support (such as room bookings, event materials and supplier liaison) to the Table Tennis England competition and events programme and any related Table Tennis England or ITTF endorsed competitions as required
- Support the recruitment, training and development needs of volunteers
- Support any project work with the Director of Development and Head of Competitions as required
- Represent the Competition and Events team as required on internal working groups
- Postholders will be required to undertake various training including Safeguarding, First Aid and Table Tennis Tournament Organiser training

SKILLS & ABILITIES

E – Essential

D - Desirable

Relevant experience as an administrator or event organiser, ideally within a sports context, with an interest in being actively involved in table tennis competition	E
Strong IT skills, with experience of Microsoft 365 applications and web-based systems, and the ability to learn and utilise new technologies effectively	E
Knowledge of the structure of table tennis in England, including an understanding of the stakeholders	D
Ability to build and maintain effective working relationships with a diverse range of stakeholders, demonstrating excellent interpersonal and communication skills	E
Able to demonstrate good written and oral communication skills	E
Ability to manage workload proactively and work effectively both on own initiative and as part of a team	E
Strong project administration skills, with the ability to work with project plans and meet event deadlines	E
Ability to manage a demanding and varied workload, effectively prioritising tasks and maintaining a calm, professional approach under pressure	E
Strong negotiation and influencing skills, and a solution-focused approach to working cross-departmentally with other colleagues	E
Ability to be creative, use initiative and be able to think outside the box	E
A valid, clean driving licence	D
Experience of driving a van or large vehicle would be advantageous	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

If you feel inspired by this opportunity and excited to join the Table Tennis England team, please submit the following, including what you can bring to the role and why you would like to be part of the team.

- CV (no more than two pages)
- Cover Letter

Please send your CV and Cover Letter to – hr@tabletennisengland.co.uk

The closing date for applications is **5pm on Sunday 20 September 2026**

Interviews will be held on **Tuesday 29 September 2026**

Applicants must have the right to work in the UK and have undertaken an Enhanced DBS before commencing the role.

For an informal discussion about the role, please contact Neil Rogers,
neil.rogers@tabletennisengland.co.uk

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