

Operations Coordinator

September 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: Operations Coordinator

Status: Part-Time (21 hours, 3 days per week Monday-Friday, or as required by the organisation)

Remuneration: £26,500 FTE (0.6 FTE £15,900)

Reports to: Director of Performance Development

Department: Performance Development

Location: Sheffield English Institute of Sport

ROLE PURPOSE

We are seeking an organised and proactive Performance Operations Coordinator to play a key role in supporting the delivery of Table Tennis England's Performance Strategy. Working closely with the Director of Performance Development and the wider Performance Team, you will coordinate a wide range of operational activities, ensuring training camps, competitions, athlete support programmes and performance events are delivered efficiently and effectively. You will also provide essential administrative support, maintaining accurate records, coordinating communications with stakeholders, and helping to ensure compliance with safeguarding, health and safety, GDPR and risk management requirements.

THE OPPORTUNITY

This is an exciting opportunity to join an ambitious Performance Team and contribute to the development of England's future table tennis talent. You will gain experience across performance operations, event logistics, stakeholder engagement and administration, supporting athletes, coaches and staff while helping to deliver high-quality performance programmes at a national and international level.

KEY RESPONSIBILITIES

Performance Operations Support:

- Coordinate logistics for domestic and international training camps, competitions, and athlete travel (e.g., booking venues, accommodation, transport, and meals)
- At the request of the performance team submit player entries onto the online system where necessary.
- 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
- Provide hands on support at camps where directed by the Director of Performance Development or his or her delegate.

Administrative Support:

- Support athlete and staff documentation, including consent forms, medical records, travel documentation, kit orders and the Performance Database
- 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
- Ensure enquiries into the performance mailbox are dealt with in a timely manner

Communication & Stakeholder Liaison:

- Act as a point of contact for athletes, parents, coaches, and partners in relation to operational matters
- Support the distribution of schedules, policies, updates, and documentation to all stakeholders
- Ensure effective communication and feedback to relevant stakeholders.

SKILLS & ABILITIES

E – Essential

D - Desirable

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	D
Good IT skills, proficient in the use of One Drive, Microsoft Office Word, Excel, Outlook, PowerPoint, Teams	E
Excellent written and verbal communication skills	E
Ability to work with a high attention to detail	E
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 & QUALIFICATIONS

E – Essential

D - Desirable

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
Demonstrable commitment to continuous professional development	E
Hold a full, valid driving licence	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 **23 October 2026**

Interviews will be held on w/c **2 November 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 Gavin Evans, gavin.evans@tabletennisengland.co.uk

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