

# NATIONAL TRAINER, POOMSAE SINGAPORE TAEKWONDO FEDERATION (STF)

## ABOUT STF:

The STF is the Singapore national governing body for Taekwondo. Apart for being responsible for the preparation and performance of Singapore's elite taekwondo athletes at international championships, striving towards achieving sporting excellence, the STF strives to expand its membership and provide its members with better quality activities and services. The STF aims to recruit and retain talented individuals through fair and effective recruitment and selection procedures. Applications are welcomed from all regardless of race, language, class or creed. Safeguarding and promoting the welfare of the members of STF is a priority and an integral part of the recruitment process.

## About the Position:

Job Title : National Trainer, Poomsae  
Reporting To : President/STF Board/STF High Performance Standing Committee  
Location : STF Office @ 35 Joo Chiat Place, Singapore 427759  
National Training Center @ 80 Lorong Limau, #04-191, Singapore 320080  
OCBC Arena, Singapore Sports Hub, 5 Stadium Dr, Singapore 397631  
Salary : Competitive  
Closing Date : 6 February 2021  
Interview : 9 February 2021

This job may require enhanced background check and written reference(s) in relation to safeguarding/suitability to work with children, as well as continual professional development.

Only shortlisted candidates will be called for an interview.

## JOB DESCRIPTION

You will be primarily responsible to assist the Technical Director and National Coaches to develop and train the National Poomsae Team (including the Youth Team) in preparation for podium success as well as executing the Singapore Taekwondo Federation's (STF) Multi-Year Sports Plan (MYSP) and High-Performance Plan. As a collaborative leader you will also play a critical role as a role model to our National Athletes and in building sustainable relationships with key stakeholders.

## ROLE SUMMARY

Under the supervision of STF's High Performance Standing Committee, the National Trainer, Poomsae, will work with the National Coach, Poomsae in the following areas:

1. To train the national Poomsae team (including the youth team) in preparation for the various competitions, which includes but is not limited to the Major Games, National Championships, local and overseas competitions.
2. To help prepare, formulate and implement short term, medium and long-term plans for the development of the National Taekwondo athletes in Singapore.
3. To work with the Coaching Committee and/or High-Performance Committee in the development of training plans.
4. To coach the National Poomsae team during overseas training and competitions, and assist with the Kyorugi team (if required).
5. To scout and identify talented athletes for the national squad (Poomsae).

6. Ensure that appropriate supervision, directly or indirectly, is provided to all athletes during Poomsae training sessions.
7. To conduct coaching courses and clinics.
8. To ensure the safety of participants and the proper use and safe-keeping of all training equipment, tidiness of the National Training Centre or where the athletes train.
9. To mentor local coaches and national athletes.

### **Development**

1. To support the National Coach, Poomsae to advance the knowledge of local Coaches in cooperation with the Technical Standing Committee and the relevant chairmen through the Coaching Development Program (CDP)
2. To work with SportSG and National Coach to develop and carry out the sport science-based development initiatives related to the Athlete Development Program and CDP.
3. To work with stakeholders such as National Youth Sport Institute and Singapore Sport Institute, under the guidance of the National Coach, Poomsae to develop and implement methods for testing athletes' potential and current athletes' performance using sport science and technology.

### **Transfer of Expertise**

1. To support the National Coach, Poomsae by:
  - a. providing comprehensive apprenticeship training for a core group of STF-identified coaches.
  - b. providing mentorship and training for the identified local coaching personnel to possibly assume the incumbent's role.

The role will be reviewed regularly and may include other duties, from time to time, required by the STF, Sport SG and SNOC. This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended as the needs of the organisation change.

### **ATTRIBUTES**

- Effective time management, organizational, and leadership skills.
- Strong work ethic.
- Excellent written and oral communication skills.
- Strong computer skills.
- Desire to continue learning and growing as an instructor
- The applicant must be able to travel and will spend approximately 25% of their work time on the road.

### **QUALIFICATIONS**

- Sea Games Gold, Asian Games medal or equivalent preferred
- 2 to 3 years international coaching experience desirable
- Proven superior Poomsae technical skills (eg able to teach and execute at least a 720/900 degree spinning kick or aerial 3 to 4 consecutive kicks)
- Ability to choreograph new creative Poomsae for athletes to participate and excel in major games
- Skillsets to synchronise movements, mix and edit Poomsae background music
- Solid knowledge of Tumbling skills development

**PERSON SPECIFICATION**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Degree or similar qualification	√	
Leadership or management qualifications	√	
<b>Experience</b>		
Executive management, at least 6 years' experience working in a strategic or leadership role		√
Senior staff management, at least 3 years' experience		√
Financial management and budgeting		√
Working in or with the volunteer sector		√
Developing individuals		√
Computer literacy including email, Microsoft Office	√	
Participating in sport	√	
Working in sport	√	
Submitting funding applications and working with funding partners		√
<b>Knowledge</b>		
Understanding of governance and ability to work effectively with a Board and the members		√
Strong commercial background with proven revenue generator experience and expertise		√
Demonstrated high level strategic and analytical skills	√	
ROS, Charity & IPC Regulations and Law Of sport and the work of the governing bodies		
Contemporary management techniques and practices	√	
Of the volunteer sector and how volunteers are developed, motivated and managed		√
Current good practice in managing change	√	
<b>Leadership &amp; Management, demonstrate the ability to:</b>		
Lead a team of staff and volunteers		√
Lead projects that are innovative and challenging		√
Manage conflict	√	
Use an open, consultative management style	√	
Solve problems and manage change	√	
<b>Planning &amp; Delivery, demonstrate the ability to:</b>		
Plan and deliver integrated programmes or projects	√	
Prioritise and take a proactive approach to changes in priority	√	
Prioritise and plan one's own workload and remain outcome orientated	√	
Audit performance against an agreed set of standards	√	
Utilise strong financial skills and the ability to develop, oversee and direct appropriate commercial/financial decisions and outcomes		
<b>Problem solving &amp; decision making, demonstrate:</b>		
Effective problem solving and decision-making skills	√	
Ability to be inventive and pursue innovative ideas	√	
Strength and ability to traverse a complex and diverse range of views and challenges	√	
<b>Communications &amp; influencing, demonstrate the ability to:</b>		
Communicate a vision to a wider fraternity (e.g. key clubs)	√	
Inspire staff and volunteers across multiple programmes and projects		
Liaise with staff, volunteers and where appropriate internal and external bodies		
Listen to, consider, and act on the views of others	√	
Interact with, and influence others effectively, for example a Board of Directors	√	
<b>Teamwork and personal impact, demonstrate the ability to:</b>		
Lead a team of professional staff / consultants to ensure that agreed targets are achieved to a high standard and within an agreed framework		

Excellent interpersonal skills and the ability to work effectively with a diverse population of community leaders, commercial entities, government officials, volunteers and stakeholders	√	
Work and operate in a team environment	√	
<b>Other considerations</b>		
Commitment to the mission of the NSA and affinity to sport	√	
Highly motivated to 'make a difference' and be fully committed	√	
Preparedness and willingness to travel to meetings/events and work unsocial hours	√	
Excellent communication skills and extensive experience working with media	√	
Commitment to equal opportunities and equity	√	
Demonstrate the ability to be flexible, and adaptable to perform tasks which are normally outside the job specifications, but considered commensurate with the role	√	