

# OPERATIONS EXECUTIVE

## 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 : Operations Executive  
Reporting To : Operations Manager and Chief Executive Officer  
Location : STF Office @ 35 Joo Chiat Place, Singapore 427759  
National Training Center @ 80 Lorong Limau, #04-191, Singapore 320080  
Salary : Competitive  
Closing Date : 20 May 2022  
Interview : 30 May to 3 June 2022

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 support the Singapore Taekwondo Federation's (STF) exciting period of growth by supporting and working closely with the Operations Manager (OM) and Chief Executive Officer (CEO) of STF. These includes supporting STF's Strategic vision and objectives which will form a key driver of the commercial strategy to develop new revenue streams. As a supporting staff, you will play a critical role in building sustainable relationships with key stakeholders including government entities, commercial partners, club members, peer organisations and the community. Operationally you will work to improve all processes regarding the delivery of the sport program at all levels.

### ROLE SUMMARY

The Operations Executive will be responsible for:

- Supporting STF in achieving its mission and vision by working closely with the OM and CEO, the Chair and Board, and the various sub-committees of the STF
- Supporting the OM and CEO to ensure STF provides the services expected by members, clubs and affiliated associations
- Supporting the OM and CEO to liaise with significant partners including the SportSG, SNOC, Regional Federations, International Federation, etc.
- Supporting the OM and CEO in his role as Company Secretary to support the Board
- Supporting the OM and CEO to lead on the following national initiatives and responsibilities: Equality, Safeguarding, Anti-Doping, Data Protection.
- Supporting the OM and CEO to ensure all policies and procedures of the organisation are compliant with legislation and current good practice, and are updated as required, which include the reports, budgeting and plans required to support STF in the discharge of its objectives and obligations as a registered National Sports Association in Singapore.
- Supporting the OM in the execution of all operations and deadlines in the administration/management of STF's events and activities, including but not limited to STF's High Performance and High Participation programs.

The role will be reviewed regularly and may include other duties as from time to time may be 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.

## PERSON SPECIFICATION

Qualifications	Essential	Desirable
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	√	
the 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	√	