

International Taekwon-Do Foundation of New Zealand Inc (ITFNZ)

Job Description

General Manager (GM)

Position

- **Title:** General Manager (GM)
- **Type:** Part-time (approximately 20 hours per week)
- **Reports to:** ITFNZ Board via the Chair

Purpose of the Organisation

ITFNZ Taekwon-Do has a key lead and support role in promoting and delivering ITF Taekwon-Do throughout Aotearoa New Zealand.

Our **vision** is to grow the original General Choi ITF Taekwon-Do to be among the most popular martial arts and sports in every town in New Zealand.

Our **mission** is to support our members to develop mind, body, and moral character through the Art of Taekwon-Do.

We are guided by the values and philosophy of the Founder, General Choi Hong Hi:

- a. the philosophy and Moral Culture of the founder, General Choi Hong Hi,
 - b. preserving the Art of the original Taekwon-Do, and its quality,
 - c. operating on a non-profit basis, for the benefit of our members,
 - d. peace, community, and family,
 - e. the tenets of Taekwon-Do:
- **Courtesy** – Respect for all people and cultures
 - **Integrity** – Maintaining quality and ethical standards
 - **Perseverance** – Relentless pursuit of our shared vision
 - **Self-control** – For the benefit of our members and community
 - **Indomitable spirit** – Standing strong in the face of adversity

The Role / Key Responsibilities

The General Manager will lead operational delivery and organisational coordination in line with the Board's strategic priorities.

Immediate Priorities (First 12–24 Months)

- Support the implementation and optimisation of the *JustGo* member management platform, especially grading/examination systems
- Strengthen engagement with clubs, instructors, and regional entities
- Maintain core operations and reporting to ensure Board decisions are informed and timely

Core Responsibilities

Leadership & Organisational Oversight

- Foster an environment of collaboration, continuous improvement, and values-based leadership
- Provide operational guidance to staff and volunteers
- Implement Board decisions and support alignment across committees

Strategic & Business Planning

- Assist the Board with implementation and review of the 3–5 year Strategic Plan
- Lead the development and monitoring of the Annual Business Plan and Budget

Stakeholder Engagement & Communications

- Strengthen relationships with members, clubs, regional reps, and instructors
- Support communications with sponsors, funders, media and key external stakeholders
- Represent ITFNZ alongside the Board Chair or President at key forums (e.g. Sport NZ, RSTs)

Operational Delivery & Risk

- Ensure operational systems and processes are efficient, transparent and aligned with good practice
- Ensure appropriate risk management and compliance frameworks are in place
- Support staff and volunteers to work within HR and health and safety policies

Technology & Systems

- Oversee ITFNZ's operational technology, including database integrity and the *JustGo* platform transition and use
- Ensure data is secure, accessible, and meets current and future organisational needs

Funding & Sponsorship

- Maintain and strengthen relationships with funders and sponsors
- Identify opportunities to secure new or recurring income, in collaboration with the Board

Events & Calendar Support

- Provide oversight or coordination support for national/regional events where appropriate
- Ensure clear communication and alignment between stakeholders in delivery

Key Relationships

- ITFNZ Chair and Board
- ITFNZ President
- Paid staff and national volunteers
- ITFNZ Committees (e.g. Technical, Tournament, Marketing, etc.)
- Regional entities, clubs and instructors
- Sport NZ, RSTs and government bodies
- Sponsors, funders and media

- International Taekwon-Do Federation (ITF)

Required Attributes & Skills

- Proven leadership experience, ideally in a membership or volunteer-based organisation
- High-level interpersonal and written communication skills
- Sound financial literacy and planning capability
- Comfortable using and managing digital systems and databases
- Ability to build strong, trusting relationships across diverse stakeholders
- Strong organisational skills and ability to work independently
- Experience working with Boards and in governance-facing roles

Qualifications & Experience

Essential:

- Business or organisational management experience
- Leadership of teams or operational projects
- Strong stakeholder engagement background
- Confidence with technology platforms and reporting

Preferred:

- Experience in sports, martial arts or not-for-profit environments
- Familiarity with Sport NZ systems or structures
- Event coordination or sponsorship experience
- Tertiary qualification in business, sport management or related field

Working Conditions & Remuneration

- This is a part-time role (~20 hours per week)
- Some evening/weekend work will be required
- The role may be based anywhere in New Zealand with flexible working arrangements
- A salary will be negotiated with the successful candidate
- Reasonable expenses will be reimbursed in line with the Board's approved budget and policies

Guiding Principles

- Identify with and demonstrate the values and tenets of ITFNZ
- Act professionally, transparently and in the best interests of the organisation
- Prioritise service to members and clubs
- Champion inclusiveness, community and high standards in all areas
- Ensure all we do is for the good of ITFNZ Taekwon-Do in New Zealand