



Support Team Member–Courses and Events

About Us

Originally founded in 1991 the Tai Chi Union for Great Britain (the Union) strives to represent and support members from all recognised styles of Tai Chi Chuan and the Internal Arts such as Xingyichuan, Baghuazhang and Qigong. One of our key aims is to promote the benefits of the Internal Arts to the general public and assist them in finding local classes run by Union members.

In 2018 we became a Community Interest Company (C.I.C.) and we are now run by a Board of Directors recruited from among our members. We have one paid member of staff who acts as treasurer and membership secretary, but all the Directors and other members of the support team are volunteers receiving no payment for their work.

We are moving through an exciting transformation period to ensure we are always being led by the needs of our members and our commitments as a Community Interest Company.

We wish to become a powerful leading voice for our members by promoting a clear and simple image that is easily recognisable, that everyone can understand and talk about, positioning us as a key source for those seeking information about the Internal Arts.

We're looking for a confident and experienced Courses and Events Manager to join our small support team. You will be an integral member of our team, working closely with other team members and our Directors to deliver a consistent and integrated strategy to meet our members training needs and assist members in organising and promoting events.

The Role – Volunteer (not employee)

You'll be responsible for implementing and managing various training courses and supporting our members in organising events as well as having regular input into members updates, newsletters etc.

In return, you get to influence the image and popularity of Tai Chi and all the Internal Arts in the UK while working as part of a dedicated team.

Key responsibilities include:

- Develop and implement training courses and promote events that effectively meet the Union's objectives. These will NOT be Internal Art or style specific but focus on principles and general training needs e.g. data protection, health and safety etc.
- Working with third party providers for online training, optimising content and costs to continuously improve the courses offered to our members
- Working with the wider Union team on the planning of courses, events etc so they fit with the wider Union strategy of supporting our members.
- Working the marketing and PR specialists to create day to day content about courses and events for our website, newsletters, Facebook and other social media platforms
- Setup and manage effective reporting processes on success of courses



Support Team Member–Courses and Events

About you

- You have a proven track record of developing and delivering online and in person training courses, or events
- You think creatively and strategically, always looking for solutions to others needs
- You enjoy the diversity of working across different projects and the different skill sets they require.
- You're a positive, confident, outgoing person who relishes building positive, fruitful relationships with Union and team members alike.
- You enjoy taking ownership of your work. You're able to prioritise your workload effectively.

Why join us?

We're on a mission; to create an organisation where members can be independent to follow their own art and do their best work, confident they have all the skills needed in the modern work environment.

We're committed to supporting the growth and development of our members, because when they succeed, we all succeed.

Above all, we believe in kindness and inclusivity – The Union is a place for everyone who shares our common aims and objectives and wishes to join and support our diverse community.

Sounds good?

Please send us your CV and covering letter, we look forward to hearing from you!

If you would like more information before applying then please do get in contact and we will be happy to discuss the role and how your skills could benefit the Union members.

All enquiries and CV's to enquiries@taichiunion.com

Summary:

- Unpaid Volunteer Role
- Working from home
- Reporting to designated Director