

## About Us

Originally founded in 1991, The Tai Chi Union for Great Britain (the Union) strives to represent and support members from all styles of Tai Chi Internal Arts of which the mains ones are Tai Chi Chuan, Xingyiquan, 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 employee who is both 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 Operations and IT professional to join our small Board. You will be an integral member of our Board working closely with other members of the team and fellow Directors to deliver a consistent and integrated strategy to ensure that the Union's systems and processes remain robust and fit for purpose as the Union evolves.

## The Role – Volunteer (not employee)

This role is responsible for the smooth running of the Union. There are 3 parts to the role:

- Focus on shaping long-term operational strategies and aligning operations with business objectives
- Systems and controls including all IT Systems except the accounting system
- Website functionality

## Key Responsibilities Include:

- Administration of the membership processes including ensuring these processes remain robust and fit for purpose
- Controlling access to Union systems including the website but excluding the accounting system which is the responsibility of the Finance Director
- Ensuring Union systems are functioning smoothly and efficiently.
- Taking responsibility for ensuring that all systems issues are dealt with in a timely manner.
- Data integrity and synchronisation of data between systems
- Backup and recovery of systems
- Disaster recovery and business continuity
- Relationships with service providers and relevant contractors

## About You

We recognise this role calls for a width of technical experience that may be difficult to find in one person. There is a vacancy for at least one Operational Support person and the skills needed in that role are to be determined by the Operations Director as they require.

In addition to this Operational Support individual, the Membership Secretary reports to this director.

- We're looking for someone with recent relevant experience of managing business operations
- You will have proven skills in using Microsoft 365 Business Secure as well as understanding data structures and how to synchronise data across systems.
- Ideally, we would like someone with a good understanding of website functionality preferably using Wordpress but we envisage that most changes will be simple and carried out by the Operations Support person. Major changes are carried out by external contractors under the guidance of the director in line with Board priorities.
- All the Director roles on the Board are only open to members in the FULL class of membership which means
  - a. You have been a member of the Union for 3 consecutive and continuous years.
    - i. For members who leave and re-join, the consecutive and continuous years will start from the most recent joining date.
  - b. You are an Instructor Member and / OR have passed an assessment by our Technical Panel for your standards of practice.

If you wish to understand more about classes of membership, [please visit our website](#).

## Why join us?

- We're on a mission to create a Union which supports members to be independent and do their best at what they enjoy to a high standard without unduly restrictive regulations.
- You will get to influence the image and popularity of tai chi internal arts in the UK
- 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](mailto:enquiries@taichiunion.com)

## Summary

- Unpaid Volunteer Role
- Working from home
- Legally responsible for running the company along with the other directors on the Board.