

General Manager (Part-Time)

International Taekwon-Do Foundation of New Zealand (ITFNZ)

Approx. 20 hours per week | National role | Work from anywhere in NZ

The International Taekwon-Do Foundation of New Zealand (ITFNZ) is the national body for ITF Taekwon-Do, dedicated to teaching traditional Taekwon-Do and fostering the development of mind, body and moral character in our members across Aotearoa.

We are seeking a part-time **General Manager** to oversee our operational delivery and help implement key aspects of our strategic plan.

About the Role

This role offers an exciting opportunity to lead operational functions and stakeholder relationships within a values-based national sporting organisation. Reporting directly to the Chair of the Board, the General Manager will provide leadership and coordination across key areas of our business.

Key responsibilities include:

- Strengthening engagement with clubs, instructors, and regional representatives
- Supporting the rollout and use of our new *JustGo* member management platform
- Overseeing operational systems, budgets, and reporting
- Representing ITFNZ with key partners, including Sport NZ and funders/sponsors
- Supporting governance functions and the delivery of strategic initiatives

About You

You will bring leadership experience from the sporting, not-for-profit or membership-based sectors, and be confident managing both operations and relationships.

You will also bring:

- Proven experience in organisational or operational management
- Strong relationship and stakeholder engagement skills
- Financial and strategic planning capability
- Excellent communication skills
- A collaborative and proactive working style

Experience in martial arts or similar community-based sport structures would be advantageous but is not essential.

What We Offer

- Flexible part-time role (approx. 20 hours per week)
- Work from anywhere in New Zealand
- Opportunity to contribute to the development of a national organisation
- A values-led culture and committed Board

 [Click here for the full position description](#)

 **Applications close: 29 August 2025**
