

Triathlon Ireland

Development Administration Executive

Salary

16-18K PER ANNUM
PART TIME

Contract Duration

Permanent subject to
probationary period.

Based

National Sports Campus, Dublin 15 (Remote working initially).

Role Description

The Development administrative executive role is a key role in supporting the development and education department. This role also involves communication and relationship building with stakeholders including coaches, clubs and Sport Ireland.

A key requirement of this role is high level administration and organisational skills.

This role includes interaction with the triathlon community and therefore plays a key role in presenting Triathlon Ireland as a friendly, supportive and efficient membership organisation.

Reporting and Working Relationships

Reports directly to Head of Education and Development.

Establish close working relationships with:

- **TI Development Officers, TI office staff and TI HP coaches.**
- **TI Club committees.**
- **TI Coaches.**
- **TI Club Children's Officers.**
- **Race Organisers and Event Safeguard Leads.**
- **Sport Ireland Coaching.**

Principal Duties and Responsibilities

- Manage the administration duties pertaining to coach education including maintaining databases and records, liaising with World Triathlon and TI Coach Developers ,organising courses, managing queries.
- Manage the administration pertaining to safeguarding including maintaining up to date records, providing information to clubs, liaising with club childrens officers and event organisers, processing Garda Vetting.
- Manage the Evolve Club Standards Programme including liaising with club committees.
- Manage the administration pertaining to the Triathlon Ireland Schools programmes.
- Respond to and resolve telephone, email and other enquiries from members, and volunteers regarding coach education, safeguarding, club standards and schools programme enquiries.
- Support the Development team as required.
- Ensure excellent customer service is provided at all times.

This list is not to be regarded as exclusive or exhaustive, as there may be other reasonable duties and requirements associated with the post, which Triathlon Ireland may call upon the post-holder to perform from time to time.

Personnel Specification Attribute

↓ Essential

Educational & Professional Qualifications

A degree or 3RD level qualification. Or competency proven in a workplace setting.

Previous Experience

- Experience working in an administrative or customer service role.
- Experience of working as part of a team.

Knowledge

Overview of coach education and safeguarding in sport in general.

Skills

- Excellent inter- personal and communication skills.
- A high level of administrative and organisational skills, proficiency in the Google for Work Product Suite. Competence in a self directed work environment.

↓ Desirable

Sports related degree. Qualified Triathlon Ireland Technical Coach.

- 2+ years' experience in a sports administration role.
- Experience of working in a sports development setting.
- Experience of working with sports clubs, coaches, officials and volunteers.
- Experience of working with key sporting partners.
- Experience of working with local government or education sectors.

Knowledge of the structure of sport in Ireland.

Demonstrate a general understanding of Triathlon in Ireland and globally.

To apply, please send CV and Cover Letter to reception@triathlonireland.com by 5pm on **Friday, 7TH of May 2021**.

Please include the **job title of the role** you are applying for in the subject line.

