



**TRIATHLON IRELAND**

## **ADMINISTRATION OFFICER (6 month contract position)**

### **Job Description**

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#### **About Triathlon Ireland**

Triathlon Ireland (TI) is responsible of promoting, encouraging and advancing the sport of triathlon at all levels throughout Ireland. This is done through providing membership benefits such as insurance, sanctioning official events/races, encouraging and developing coaches and technical officials, and promoting the sport to all levels of ability – from the newcomer to our Olympians.

The TI offices are located in Kilmacanogue, and free parking is available. Standard office hours are Monday to Friday 9am – 5.30pm, however some out of hours work will be required. As such, flexibility in working hours will be required from and will be extended to the suitable applicant.

#### **Primary Job Purpose**

To coordinate the administration of all aspects of the TI membership process, the administration of all TI sanctioned races and events, and other functions necessary to provide first rate customer service to the members of Triathlon Ireland.

#### **Reporting and Working Relationships**

*The Administration Officer reports directly to the TI CEO, and will work alongside the Administration Officer (Membership & Events) and the Administration Officer (High Performance).*

The Administration Officer will be expected to establish close working relationships with:

- All other TI office staff
- The officers of TI affiliated clubs
- The officers of commercial event organisers with races sanctioned by TI
- TI race referees and technical officials
- The Irish Sports Council, Sport Northern Ireland, The Irish Olympic Council and Ireland's Institutes of Sport network.

#### **Job Responsibilities**

1. Complete all administrative tasks associated with the membership structure of TI, including but not limited to registration of members, membership cards, online payments, insurance and taking member queries via phone and email.
2. Complete all administrative tasks associated with the TI race sanctioning process and event calendar, including but not limited to registration, promotion and development of races,

publication of race results, online payments, insurance, point scoring and taking queries via phone and email as required.

3. Co-ordinate the training of race referees and technical officials, and the allocating of these to TI sanctioned races.
4. Co-ordinate all aspects of age groups events/tours including (but not limited to) the necessary administration, selection and gear requirements.
5. Build partnerships with key stakeholders, along with the facilitation of pathways for new members to enter TI events.
6. Coordinate the financial aspects and reporting requirements associated with the delivery of TI membership and events.
7. Undertake administrative and corporate governance requirements, including record keeping, data collation and report writing.
8. Provide written reports and administrative assistance to the TI CEO as required.
9. Contribute to the efficient administrative operations of the TI office.

**Decision making capabilities:** Responsible for coordinating the administration and delivery of the membership and event functions of TI.

**Budget management:** No

**People management:** No

## **SELECTION CRITERIA**

### **Qualifications and Experience**

- Relevant experience in office administration, preferably in a sporting setting;
- Demonstrated understanding of the structure and dynamics of Triathlon Ireland, its affiliated clubs and sanctioned events, processes, and purpose;
- Demonstrated understanding of the structure and dynamics of Irish sport and government processes, including the interrelationships at club, regional and national level
- Demonstrated networking experience to effectively develop, maintain and improve partnerships, networks and client relationships
- Experience in understanding of the risks associated with successful event implementation and provides guidance to others in risk management strategies
- Demonstrated high level experience in developing, monitoring, maintaining and implementing information, records, policy and procedures.

### **Knowledge and Skills**

- Exceptional Administrative and Customer Service skills;
- Demonstrated high level interpersonal and written skills, including negotiation and facilitation, to effectively communicate with a diverse range of stakeholders
- Analytical skills to contribute to strategy and policy implementation in an environment of continuous improvement
- Demonstrated high level skills in Microsoft Office Suite, web and IT resources
- Can identify, allocate and monitor resources and expenditure for effective and efficient use
- Can comply with organisational and legislative requirements.

**Personal Attributes**

- Can consistently meet competing demands through effective prioritising in a results oriented and client-focussed environment
- Demonstrate commitment, drive and initiative in identifying ideas to achieve program and organisational outcomes
- Displays personal responsibility for transparent decision making
- Prepared to travel and work intrastate and abroad, as required, and acknowledge that out-of-hours work will be required on various occasions.

Please Note: The continual passing of applicable working with children checks is an essential component of this role and continued employment.