



Paratriathlon Programme Administrator(Part Time)

Overview

Triathlon Ireland Ireland seeks a dynamic, energetic and detailed oriented administrator to deliver administrative support to the Paratriathlon Department.

The successful candidate will be a key member of the Triathlon Ireland staff team and will work with High Performance para-athletes & coaches.

This is a fantastic opportunity to join the team at one of Ireland's fastest growing National Governing Bodies for Sport.

About Triathlon Ireland

Triathlon Ireland (TI) is responsible for promoting, encouraging and advancing the sport of triathlon at all levels throughout Ireland.

TI has experienced considerable growth over the past decade and made great strides in developing the organisation. Between 2005 and 2016, membership has grown from 800 to 11,500 along with 90 affiliated clubs and 200+ sanctioned events in 2016.

In recent years, TI has developed a quality paratriathlon programme – the successful candidate will consolidate the work done to date and build upon it over the coming years.

The TI offices are currently located in Kilmacanogue, Wicklow.

Contract Duration

Full time, subject to standard probation period.

Salary Scale

15k per annum

Working Hours

Flexible, based on 3 day working week.

Reporting

- Reports directly to Paratriathlon Technical Director

Establish close working relationships with:

- Elite Paratriathlon High Performance Squad
- International Triathlon Union/European Triathlon Union

- Paralympics Ireland/Sport Ireland
- Triathlon Ireland staff team
- Race Organisers

Key Responsibilities

- Manage high performance team logistics pertaining to race competition including Paralympics Games.
- Manage International Triathlon Union (ITU) race entry system for elite athletes and coaches.
- Manage National Talent Identification (TID) and Paratri Development events – marketing, advertising, classification and administration.
- Actively promote T.I. policies on all aspects of equality
- Assist with grant applications.
- Identify accredited training opportunities for athletes and coaches , pilots and volunteers

This list is not exhaustive and may be amended as the need arises during the course of the contract.

Key Skills and Experience Required

- Experience working in a productive office environment
- Proficient across Google Apps for Work, Microsoft Office.
- Ability to balance conflicting demands and tight deadlines.
- Personal integrity and the ability to invoke trust and respect from others.
- Ability to work irregular and unsocial hours as required involving work outside normal office hours, at evenings, weekends and Bank Holidays.
- Demonstrable experience of sound budget management.
- Full, Clean Driving Licence
- Knowledge of para sport and paratriathlon in particular desirable

You will be a strong and effective verbal and written communicator, helping to reinforce our credentials as one of the most progressive and forward thinking National Governing Bodies of Sport.

Application and Selection Process

Applications consisting of a CV and cover letter to be sent to hr@triathlonireland.com no later than Monday 20th February, 2017.

Please put 'Para Admin' in the subject line of the email.

Triathlon Ireland is committed to the promotion of equality of opportunity in all fields. As an equal opportunities employer, TI intends that no job applicant or employee shall receive less favourable treatment because of gender, gender reassignment, marital or family status, age, disability, ethnic origin, creed, sexual orientation, Trade Union membership, or by any other condition or requirement which cannot be shown to be justifiable.

Selection

- Shortlisting will take place as soon as possible following the closing date. You should presume that you have not been successful if you have not heard from us within 4 weeks of the closing date.
- Whilst provisional dates have been set for the recruitment and selection timetable, we may need to be flexible in varying the dates to suit all concerned.
- It is likely that the selection arrangements will only be confirmed following short listing when the requirements of candidates being called to interview can be more clearly assessed. However it is intended to hold interviews for this post on the 1st or 2nd March, 2017 at the TI Offices.