

# CEO

## Job Description | 2020

### About Triathlon Ireland

Triathlon Ireland (TI) is the National Governing Body for the sport of Triathlon, Duathlon and Aquathlon on the island of Ireland, affiliated to the International Triathlon Union (ITU) and the European Triathlon Union (ETU).

Our primary responsibility is the development, promotion and safeguarding of the sport of triathlon in Ireland. We do this in collaboration with our network of strong affiliated clubs; through the sanctioning of triathlon related events throughout Ireland; and through developing systems and structures for athletes of all levels from novice to elite to participate in the sport.

Triathlon Ireland has a non-executive board who employ a Chief Executive

Officer, who in turn manages a team of professional staff. Beyond this, like many sports, the achievements of the sport are due in no small way to a large number of dedicated volunteer officials, administrators, and coaches.

Triathlon Ireland is a Company Limited by Guarantee and has a constitution which contains the fundamental rules of its operation.

Triathlon Ireland works with Sport Ireland and Sport Northern Ireland as a key stakeholder and funding supplier to achieve full good governance accreditation.

Triathlon Ireland complies with the Governance Code for the Community, Voluntary and Charitable Sector in Ireland.

Triathlon (Standard Distance and Team Relay) and Paratriathlon (currently five classifications) are both included Sports within the Olympic Games/Paralympic Games and as an all island governing body we also oversee the Triathlon Team for the Commonwealth Games. Triathlon Ireland Elite Teams have been represented at all major games since Beijing 2008.

The Triathlon Ireland offices are located in the Sports Ireland Campus, Abbotsstown Dublin.

Triathlon Ireland is an equal opportunities employer.

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To apply, email: [ceo@triathlonireland.com](mailto:ceo@triathlonireland.com)

The deadline for submissions submission is 09.00<sup>AM</sup>, on Monday 6<sup>TH</sup> April 2020.

Interviews are planned to commence on the week beginning 20<sup>TH</sup> April 2020.

# Role Overview

As Chief Executive Officer, you will lead the organisation and be responsible for overseeing the day-to-day management

of the organisation. You will be accountable to the Board as you drive the organisation forward by delivering on the

Strategic Plan while providing the leadership necessary to meet Triathlon Ireland's ambitions.

As CEO, you will be expected to understand all stakeholders' needs, particularly our club network who support our athletes, coaches and officials. You will have the ability to manage a complex portfolio of organisational responsibilities that include

- **Inputting into and delivering on strategic priorities**
- **Maintaining and building on the strong team ethos among our professional staff**
- **Building on our commercial success to grow our commercial funding income**
- **Delivering a best in class High Performance system, from Talent ID to Elite**
- **Managing multiple stakeholders in Ireland and internationally to benefit Triathlon Ireland's aim and goals**
- **Being the face and voice of Triathlon Ireland (strong communications skills)**
- **Protecting the financial health of Triathlon Ireland**
- **Ensuring our strong governance controls are protected and enhanced**

To be considered for this role you will need to be a strong leader, with excellent stakeholder management capabilities. You will have

a great understanding and appreciation of the integration of volunteerism with executive delivery. You should have excellent skills in management

prioritisation and specifically be experienced in delivering strategic plan goals. Previous experience in sport is highly desirable.

# Key Responsibilities

## → Leadership / Strategic Planning

Demonstrate motivational skills to the Triathlon Ireland management, staff and volunteer network across all activities.

Represent Triathlon Ireland and the Triathlon community in a responsible manner in line with the organisation's values.

Maintain and develop best practice management and governance protocols.

Work proactively and respectfully with all the organisation's key stakeholders to deliver the goals of the Strategic Plan.

Lead on the delivery of our Strategic Plan 2021-2028 and input into the development of the strategic programs that underpin the Plan.

Develop the Operational Plans to deliver the strategy and oversee all operational aspects of the company.

Work with the President and the Triathlon Ireland Board to achieve the strategic objectives.

## → Stakeholder management

Create an environment where excellent relationships with all stakeholders – including Sport Ireland, commercial partners, athletes, coaches, provinces and clubs - can help deliver positively for the sport

Ensure an inclusive environment with consultation and dialogue at its core is a key priority for the organisation

Actively engage with the Triathlon community in creating an open dialogue on matters of significance

## → Commercial, Marketing and Communications

Membership: develop initiatives to:

- a) Engage and retain existing membership base;
- b) Recruit new members and broaden the membership base.

Identify and implement key initiatives to build the Triathlon Ireland brand to attract greater sponsorship interest.

Manage commercial partner and sponsor relations to maximise revenue certainty by building long term partnerships.

Identify new programmes and other opportunities to grow the revenue base.

Ensure that marketing and communications activities are structured to strengthen the reputation of Triathlon Ireland and that of the sport.

Assume the role of primary spokesperson for Triathlon Ireland in tandem with the organisation's President.

## → Financial/Governance/Risk Management

Manage the financial dealings of the organisation in a prudent manner in line with Board oversight

Ensure Triathlon Ireland uses best practice in all governance matters and in full compliance with statutory frameworks with full Board engagement

Engage with Sport Ireland and Sport Northern Ireland in funding applications to drive revenue streams

Continue to actively drive revenue streams outside of statutory funding vehicles

Ensure all Triathlon Ireland risk management systems and policies are appropriate, current and applied

Ensure the successful ongoing operation and resourcing of Board Committees and wider Commissions in line with Board policies

# Key Deliverables

The key deliverables of the CEO are reflected in Triathlon Ireland's Strategic Plan priorities. These include to:

1. Position Triathlon Ireland as an organisation funders and sponsors feel comfortable investing into with will result in increased Government and Commercial income.
2. Maintain and build Triathlon Ireland's professional staff team and strengthen Triathlon Ireland's culture of empowering our professional staff to deliver against agreed targets and objectives.
3. Maintain and grow membership number and breadth of membership base and in particular grow the number of members that are also Club members.
4. Drive wider participation by promoting Triathlon as a healthy and inclusive lifestyle choice.
5. Ensure that competitions are athlete focused with an enhanced customer experience.
6. Support our elite athletes by continuing to develop structures so that we can field world class athletes with a sustainable performance coaching structure, facilities and support staff.
7. Promote all Triathlon disciplines and ensure the support and structures are in place to do so.
8. Maintain and enhance our child safeguarding processes.
9. Manage governance and finances to best demonstrated practices and to train our staff to acquire expertise in every area to become best in class.

# Selection Criteria

Triathlon Ireland would like candidates to have a strong and broad commercial acumen as part of a range of skills, experience and traits which will aid them in the role, including:

- Experience building an organisational brand and commercial attractiveness and value;
- Strategic experience in a similar field;
- Visionary thinking which will facilitate an openness to change and the drive and tenacity to make it happen;
- Great people person to relate to the wide variety of Triathlon enthusiasts and external stakeholders;
- Strong but inclusive management style that empowers direct reports;
- Collaborative capability to deliver the maximum for the sport from relationships;
- Marketeer instincts with good brand awareness;
- Passion for sport, its clubs, athletes, coaches and activities.

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Applications with a CV and covering letter should be sent to: [ceo@triathlonireland.com](mailto:ceo@triathlonireland.com)

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