

TRIATHLON IRELAND

Post Title: Northern Ireland Development Officer & Women in Sport(WIS) Programme Support

Reports To: Education and Development Manager

Salary: €29k-33k, DOE (STG £24.5k - £28k)

Contract Duration: Permanent Full time - subject to probationary period.

Based: Northern Ireland, initially from home. Travel will be required throughout Northern Ireland.

Role Description

The post holder will implement a structured programme to deliver the development operations plan for Northern Ireland and work with the WIS Programme Lead to deliver WIS programmes nationally.

- Lead on programme development and delivery in Northern Ireland in line with the overall development operations plan.
- Build relationships with key stakeholders in Northern Ireland including Sport NI, CGNI, NISF, local councils, clubs, leisure facilities and schools.
- Identify appropriate venues for course and programme delivery.
- Support clubs to develop governance structures and grow membership bases through the Evolve Club Standards Scheme.
- Work closely with the WIS programme lead to develop and deliver on WIS programmes nationwide.
- Work closely with our Education and Coaching Team to increase numbers of key cohorts in Northern Ireland to include junior members and female coaches through targeted programmes, courses, coach education and blended learning.
- Support the Boost Training Hub coaches in delivery of the hub sessions.
- Support the other Development Officers where appropriate and work closely with our Finance Manager and administration staff.
- Identify and secure any additional resources, through corporate and government support, to promote and develop participation and women in sport initiatives in triathlon, and within affiliated clubs.
- Partner with the marketing team to effectively communicate projects and programmes with the network and the wider triathlon community.
- In collaboration with the marketing team, attend club events, national events and networking opportunities where appropriate.

Principal Duties & Responsibilities:

1. Deliver the development programme operations plan for Northern Ireland.
2. Contribute to the development and implementation of further programmes and resources to support new and existing clubs to develop their programmes in line with the Triathlon Ireland strategic plan.
3. Develop relationships and partnerships with key sporting bodies, specifically with relation to Northern Ireland.
4. Actively promote and market the sport, its clubs and events, to all appropriate sectors, using traditional and social media.
5. Contribute to the promotion of triathlon in Ireland.

Community Involvement

1. Develop and maintain a positive profile throughout the clubs as an ambassador for the sport and for Triathlon Ireland.
2. Facilitate community involvement in all aspects of the project.
3. Promote opportunities for female coach development and volunteering.
4. Maintain an up-to-date knowledge of potential funding opportunities.

Club Liaison

1. Identify accredited training needs for club personnel and volunteers; and ensure these are met within agreed budgets.
2. Represent Triathlon Ireland when required, on relevant matters.

Administration

1. Assist in managing all budgetary aspects of the role in accordance with Triathlon Ireland operations and procedures.
2. Monitor, evaluate and review the projects being delivered.
3. Prepare written and oral reports and presentations as necessary, relating to the project.
4. Develop and maintain efficient and effective systems to ensure the smooth running of the project.
5. Comply with, and actively promote, Triathlon Ireland policies and procedures on all aspects of equality in relation to the project.
6. Ensure full compliance with health and safety requirements and legislation in accordance with Triathlon Ireland policies and procedures.
7. Keep abreast of current and emerging trends and developments within the triathlon community and the Irish sports sector.

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PERSONNEL SPECIFICATION

Attribute	Essential	Desirable
Educational & Professional Qualifications	A degree or 3rd level qualification. Or competency proven in a workplace setting.	Sports related degree. Qualified Triathlon Ireland Technical Coach/Delegate/Referee
Previous Experience	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 managing resources and budgets.	2+ years' experience of sports development/coaching. Experience of developing and submitting successful funding applications. Experience of working with local government or education sectors.
Knowledge	Knowledge of the principles of sports promotion and marketing, particularly related to diversity and encouraging women's participation in sport.	Knowledge of the broader triathlon club and event framework. Demonstrate a general understanding of Triathlon in Ireland and globally.
Skills	Excellent inter- personal and communication skills	