

**Post Title:** Development Administration Executive - part time

**Salary:** 16-18k per annum

**Reports To:** Education and Development Manager

**Contract Duration:** Permanent subject to probationary period.

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

### **Role Description**

The Development Administration 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.

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.
- Work closely with the Development Manager and Development Team to plan the annual Coach Education calendar.
- Work closely with the Development Manager to develop and deliver additional learning opportunities, in various formats, for coaches in line with the operations plan.
- Manage the booking of coaches onto courses and support them through the World Triathlon learning hub.
- Manage the development opportunities including shadowing and mentoring for new coaches.
- Develop relationships with Sport Ireland Coaching, World Triathlon and coaching contacts from other Sports bodies.
- Manage the booking of coaching course venues and facilities.
- Liaise with Coach Developers to ensure smooth course delivery.
- Support Coach Developers with their ongoing education in partnership with Sport Ireland Coaching.
- Project assistant on the 'Coaching Masterclass' series.
- 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.

## **Development Administration Executive - Part-time**

### **PERSONNEL SPECIFICATION**

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational &amp; Professional Qualifications</b>	A degree or 3rd level qualification. Or competency proven in a workplace setting.	Sports related degree. Qualified Triathlon Ireland Coach
<b>Previous Experience</b>	Experience working in an administrative role.  Experience of working as part of a team.	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.
<b>Knowledge</b>	Overview of coach education and safeguarding in sport in general.	Knowledge of the structure of sport in Ireland.  Demonstrate a general understanding of Triathlon in Ireland and globally.
<b>Skills</b>	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.	