



OPERATIONS MANAGER

Role Description | 2023

Post Title: Operations Manager

Reports To: CEO

Contract Duration: 12 month maternity cover contract, till December 2024

Based: Sport Ireland Campus, Dublin 15

IN A NUTSHELL

Triathlon Ireland (TI) is the national governing body for the sport of triathlon, duathlon, aquathlon, and related multisport events in the Republic of Ireland & Northern Ireland. With a mission to promote, develop, and grow the sport across all levels, we are seeking an enthusiastic organised and highly motivated Operations Manager to join our dynamic team.

As Operations Manager, you will be an integral part of the Triathlon Ireland leadership team. You will oversee the day-to-day management of the operations team and have specific responsibility for delivery on the operations strand of the Strategic Plan 2021 - 2028.

We are an ambitious organisation, and this is a fantastic opportunity to join the TI team at one of Ireland's fastest growing sports and National Governing Bodies. We are on a journey to strengthen our community, open triathlon to all and to transform lives through swimming, cycling and running, as we #TransformTogether.

YOU COULD BE THE ONE IF YOU HAVE

- Bachelor's degree or relevant work experience.
- Leadership experience, including managing a small team.
- Passionate about sport governance and driven to build a career within the industry.
- Ability to work outside regular office hours, as required. Time off in lieu will be provided as agreed.
- Full clean driver's licence.

Desirable

- Governance qualification.
- Sports Management or similar related degree.
- Relevant postgraduate study will be highly regarded.
- Knowledge of the broader triathlon club and event framework in Ireland, and a general understanding of Triathlon globally.

Key Relationships

- CEO
- Leadership Team, in particular Head of Marketing & Head of Development
- Sport Ireland & Sport NI
- Club Chairs
- TI Board
- Governance Committee

KNOWLEDGE & EXPERIENCE

- Experience in working with key partners and stakeholders to achieve strategic outcomes.
- Experience in project management and managing multiple tasks.
- Experience and knowledge in the delivery of good governance processes and procedures at operational level.
- Expert understanding of the Sports Governance Code.
- Experience managing grant applications.
- Experience of managing a small team and other organisational resources within budget guidelines, particularly a team working remotely.
- Demonstrate a thorough knowledge of the Irish sports system and its major stakeholders.
- Knowledge of National Sports Policy and Sport NI Corporate Plan.
- An understanding and commitment to equal opportunities and diversity in the sport sector.
- A proven self starter and demonstrable ability to make an impact quickly.

RESPONSIBILITIES

You will have the ability to manage a complex portfolio of organisational responsibilities that include:

- Line management, recruitment and PMR responsibility for the operations team incorporating events, age group athletes, technical, membership support & projects.
- Governance lead, ensuring Triathlon Ireland remains compliant with the Sports Governance Code and leads in the governance space.
- Executive support to Triathlon Ireland Board and Triathlon Ireland Governance Committee.
- Leading on customer service development including project partner on membership growth strategy.
- Lead on grant applications with Sport Ireland and Sport Northern Ireland.
- Implementation and monitoring lead on AGM Delivery 2023.
- Lead on international triathlon hosting plan.
- Ownership of insurance, operational risk control and the TI complaints process.
- Managing partnerships with internal teams, with a particular emphasis on developing strong partnerships between marketing, membership and events teams on co-owned projects.
- Inputting into and delivering on strategic priorities.
- Maintaining and building on the strong team ethos among our operations team.

KEY DELIVERABLES

- Organisational compliance with the Sports Governance Code, measured internally and by independent, external auditors. Successfully manage the relationships with Sport Ireland and Sport NI governance leads.
- Lead on the development, monitoring and execution of annual plans for all areas within the operations team.
- Lead on the development of international event bid campaign and planning.
- Maintain and grow membership numbers and breadth of membership base, in particular grow the number of members that are also club members.
- Manage governance and operations budget to best demonstrated practices.
- Identify new programmes and other opportunities to grow the revenue base with particular focus on membership.
- Work in partnership with the CEO on the development of grant applications across all funding partners.
- Work in partnership with TI Insurance brokers and all relevant stakeholders on reducing risk and keeping our insurance offering at an affordable level for the organisation.
- Maintain and build the operations team and strengthen our culture of empowering TI staff to deliver against agreed targets and objectives.

PLEASE KEEP READING

If you think you have what it takes, but don't necessarily meet every single point above, please still get in touch. We'd love to have a chat and see if you could be a great fit.

WHY WORK FOR TRIATHLON IRELAND?

In addition to your competitive salary, there are lots of other perks, including:

- Fantastic culture of grounded people, passionate about what they do.
- 25 days holidays per year.
- Contributory Pension scheme.
- Strong career progression, investment in professional development courses.
- Fancy a new bike? Year-round cycle to work scheme available.
- Discounts on campus gym membership and access to world class facilities, including the national aquatic centre.
- Free on-site parking (and e-charging stations), you can park right by the front door.
- Free Triathlon Ireland membership & discounted partner merchandise.
- New modern office space on the Sports Ireland Campus.
- Social & wellbeing committee.

HOW TO APPLY

Have a good look around our [website](#), our [strategic plan](#), our social media and get a feel for who we are. If you think you'd be a good fit, please send us your cover letter, resume and intro video.

Cover Letter: Address why you are interested in working with Triathlon Ireland, why you would be an attribute to our culture and how your skills/experience would contribute to the position.

Intro Video: Outline why you are an outstanding candidate for this role, in no more than two minutes.

Send to hr@triathlonireland.com no later than **5pm on Friday 10th November, 2023**. Interviews will be conducted on a rolling basis, so please do not delay submitting your application. Make sure to include the job title of the role (Operations Manager) you are applying for in the subject line.

ABOUT US

Triathlon Ireland has experienced considerable growth over the past decade and made great strides in developing the professionalism of the organisation.

Since 2005 our membership has grown from 800 to more than 20,000. Triathlon Ireland is a great place to work and we pride ourselves on the culture of our team which numbers almost 25 across Operations, Development, Marketing, Finance and High Performance.

We have almost 100 affiliated clubs on the Island of Ireland, a 40% female participation rate and we sanction 200 events annually.

Triathlon Ireland has achieved a great deal from an operations, membership & events perspective – the successful candidate will consolidate the work done to date and build upon it.

The TI offices are located on the Sport Ireland Campus and we have a flexible work culture.