



HIGH PERFORMANCE PROJECT EXECUTIVE

LOGISTICS & ADMINISTRATION

Role Description | 2024

Post Title: High Performance Project Executive - Logistics & Administration

Reports To: Performance Director

Contract Duration: Full time, subject to standard probation period

Based: Sport Ireland Campus, Dublin 15 (Remote/hybrid working supported)

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 a focussed and highly motivated High Performance Project Executive to join our dynamic team.

You will manage the administration of the Triathlon Ireland Performance Programme, support the Performance Director and High Performance (HP) Team in delivering against HP Strategic and Operational Objectives. We are seeking a solution focussed and trusted leader within the Performance space, connecting HP with key internal and external stakeholders and building robust partnerships.

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

- Worked in HP sport.
- Experience of travel logistics.
- Experience of project management across multiple projects.
- Experience of working in a busy office with a strong customer service ethos.
- Ability to work effectively within and between teams to achieve common objectives.
- Experience of using systems for data entry and reporting.
- Experience of providing coordination and administrative support across a small team and the wider organisation.
- Budget management experience and preparing financial summaries.

Qualifications (Preferred)

- Educated to Degree Level or Higher
- Project Management qualification or equivalent experience

Skills

- Exceptional administrative and organisation skills.
- High standards of accuracy and attention to detail.
- Outstanding written and verbal communication skills.
- Extensive IT skills, competent in G Suite.
- Strong organisational skills with a systematic approach to problem solving.
- Excellent time management skills with the ability to prioritise, plan and organise day to day activities ensuring that deadlines and objectives are achieved.
- Good interpersonal skills, confident and professional telephone manner.
- Effective problem solving techniques.
- Excellent stakeholder and customer service skills.

Personal Attributes

- A passion for high performance sport
- A team player with a positive outlook and strong work ethic.
- The ability to use your own initiative and know when to seek advice.
- Acts with professional integrity at all times.
- Committed to high standards of quality and seeks to improve systems and processes.
- Ability to work under pressure to tight deadlines.
- Ability to develop and maintain strong, effective and professional working relationships.
- Willingness to travel where necessary.
- Flexibility in working hours when necessary.
- Flexible and receptive to change.
- Treat people fairly and respectfully.

RELATIONSHIPS

- Will report to Performance Director.
- Close working relationships with HP Athletes, HP Coaches, Finance Manager, Head of Development and TI Staff.

- Relationship management with TI stakeholders regarding HP: Sport Ireland and Sport Northern Ireland; Olympic Federation of Ireland; Paralympics Ireland, World Triathlon; Europe Triathlon; Other NGB's and TI Sponsors.

JOB RESPONSIBILITIES

Administration:

- Collaborate with the Performance Director and TI Team in creating and implementing policies in the following areas:

1. Annual Athlete agreements – keeping current, relevant and in line with best practice.
2. Annual Elite and Multisport Selection policies and selection procedures.
3. Service Level Agreements with service providers.
4. Leading on the administration and reporting to funding partners.
5. Assisting with the reporting to funding partners/Overseeing the reporting to the funding partners.
6. Major Games Selection policies - Olympic / European Games / Commonwealth.

- Supporting the Performance Director to manage the HP budget.
- Oversee the management of HP Logistics to quality assure the operation of HP Programme and all its aspects. This includes regular evaluations of camps and events, including benchmarking, NPS evaluation and other qualitative evaluation methods.
- Coordinate with Performance Staff on designing and delivering Talent ID days (Junior and Senior athletes - including Para athletes) - *'Manage our Talent Pathway to realise our athletes' full potential'*.
- Coordinate and proactively support the Performance Director with the organisation of the High Performance Committee (HPC) meetings in line with its terms of reference.
- Develop and maintain positive relationships between Triathlon Ireland and the HP athletes including, where appropriate, travelling to Major Competitions with the team as Team Manager. Assisting the Performance Director with finalising yearly race schedules for the athletes and creating a competition schedule for the department.
- Serve as point of contact and administrator for all matters concerning eligibility and transfer of allegiance for competing for Ireland.
- Maintain an up-to-date database of athletes, coaches, and support staff involved in HP activities
- Communicate to the Marketing Manager all team selections made for International competitions.
- Acts as a key link between HP and the rest of the organisation - utilising all available communication tools.

Project Manager

- Provide budget support to Performance Director through advanced long term planning of projects and potential advanced problem solving.
- Oversee the management of the planning of logistics for races and training camps, including entries, flights and accommodation.
- Manage HP Meetings – create agendas, disseminate tasks and manage the completion of tasks to deadlines. This includes all funding applications.
- Manage athlete requirements for TI marketing days in partnership with the TI Team.
- Evaluate the current provision of wellbeing support for athletes, taking a proactive approach to developing a wellbeing programme for HP athletes.
- Provide budget and logistical support for TID program
- Full responsibility for ensuring all communication to stakeholders is delivered in a planned, timely and professional manner.

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 hear from you.

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.

HOW TO APPLY

Have a good look around our [website](#) and 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 and resume.

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.

Send to annaclarke@triathlonireland.com no later than 5pm on **Tuesday 26th March, 2024**. 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 (High Performance Project Executive) you are applying for in the subject line.

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 18,000. 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 37% female participation rate and we sanction 200 events annually.

Triathlon Ireland has achieved a great deal from a marketing perspective – the successful candidate will consolidate the work done to date and build upon it over the coming years.

The TI offices are located on the Sport Ireland Campus and we have a flexible work culture with staff spending at least one day in the office per week.