



# COMMUNITY DEVELOPMENT COORDINATOR

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JOB DESCRIPTION  
2025

## **POST TITLE:**

Community Development Coordinator

## **REPORTS TO:**

Education & Development Manager

## **CONTRACT DURATION:**

One year contract - ongoing contract funding dependent.

## **BASED:**

Triathlon Ireland Headquarters, Sport Ireland Campus, Dublin. National Travel required.

## **HOURS:**

Full-Time

## **REMUNERATION**

€29,000 - €32,000 DOE

## **ABOUT TRIATHLON IRELAND**

Triathlon Ireland is the National Governing Body for the sport of triathlon, duathlon, and aquathlon in Ireland. We are dedicated to promoting the sport at all levels, from grassroots to club level and support our athletes, coaches, and clubs with development opportunities, resources, and competitions.

## **OUR VISION**

To strengthen our community, open triathlon to all and to transform lives through swimming, cycling and running.

## **IN A NUTSHELL**

The post holder will establish, co-ordinate, manage, review and where required deliver hands-on new and existing community and club programmes nationwide working with our network of contract community coaches and community partners.

You could be the one if:

- You have excellent communication and organisational skills.
- You are interested in developing and delivering creative community participation programmes.
- You are passionate about bringing multisport to new communities.

## QUALIFICATIONS

- Sports Management qualification or similar
- Project management or similar
- Level 1 or 2 Triathlon Ireland/World Triathlon coach. Other coaching qualifications and experience will be considered.
- Current First Aid Certificate
- Current Safeguarding 1 Certificate

## SKILLS & COMPETENCIS

- Strong interest in triathlon or multi-sport disciplines.
- Excellent communication skills, both written and verbal.
- Strong organisational skills and attention to detail.
- Proactive in instigating and developing programmes.
- Proficiency in G Suite.
- Ability to work independently and as part of a team.
- Familiarity with social media platforms and content creation is a plus.
- 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.
- Budget management experience.
- Excellent stakeholder and customer service skills.

## PERSONAL ATTRIBUTES

- A passion for getting people involved in 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

- You will report to Education and Development Manager.
- You will co-ordinate a team of contract community coaches.
- You will partner with community groups.
- You will have close working relationships with the Development team, operations team, marketing team, events team.

# ROLE RESPONSIBILITIES

## PROGRAMME DEVELOPMENT

- Develop relationships with local partners including clubs, community groups, LSP's and councils.
- Consultation with partners and community groups.
- Create tailored training/participation programs for specific cohorts in the community.

## PROGRAMME DELIVERY

- Coordinate delivery with the community coaching team to deliver existing and new programmes within the community including schools and junior programmes, programmes for people with disabilities and programmes for other underserved target groups in the community.
- Comply with, and actively promote, Triathlon Ireland policies and procedures.
- Ensure full compliance with health and safety requirements and legislation in accordance with Triathlon Ireland policies and procedures.

## DATA ANALYSIS & REPORTING

- Support the collection and analysis of data from community programs and initiatives.
- Assist in preparing reports and presentations for stakeholders, including internal departments and external partners.

## EVENT SUPPORT

- Provide on-the-ground support at coaching-related events, including new to tri programmes, schools programmes, junior camps.
- Help with logistics, setup, and coordination of events and activities.

## ADMINISTRATIVE DUTIES

- Manage the budget associated with the community programmes.
- Book, plan and deliver programmes or co-ordinate coaches to deliver.
- Track and regularly report on all programmes against the organisational operational and strategic plans.
- Communicate regularly with coaches and manage payments and queries.
- Assist with general administrative tasks, including maintaining coaching databases, scheduling meetings, and handling correspondence.

# BENEFITS

This is a really exciting opportunity to be part of the Triathlon Ireland development team. Some of the programmes are in the early stages of development and there will be opportunities to be involved from the development stage to delivery and review. Further benefits include:

- Working groups in the community to understand barriers to our sport and how we can adapt our sport to make it more accessible.
- Opportunity to develop and manage a full development programme and positively impact participants.
- Networking opportunities with professionals in the sports industry.
- Access to Triathlon Ireland training days and other appropriate training opportunities.

# APPLICATION PROCESS

To apply, please submit your CV and a cover letter outlining your interest in the role and relevant experience to [mackenzie@triathlonireland.com](mailto:mackenzie@triathlonireland.com)

For more information, visit our website at <https://www.triathlonireland.com/>

Closing date for applications is Friday 14th March.