



ULSTER DEVELOPMENT OFFICER & WOMEN IN SPORT(WIS) PROGRAMME SUPPORT (MATERNITY COVER)

Role Description | 2026

Reports To: Education and Development Manager

Contract Duration: 6-12 months full time subject to probationary period. Flexible working days and hours.

Based: Northern Ireland. Travel will be required throughout Ulster.

Salary: STG £27k per annum, DOE

IN A NUTSHELL

Triathlon Ireland is seeking a Northern Ireland based Development team member. The post holder will implement a programme in line with the Triathlon Ireland Strategic plan to deliver the development operations plan in Ulster.

YOU COULD BE THE ONE IF

- You are a qualified triathlon coach - other qualifications will be considered.
- You have experience of project management across multiple projects.
- You have experience of providing coordination and administrative support across a small team and the wider organisation.
- You have excellent communication and organisational skills.
- You have budget management experience.
- You have experience working in the public sports sector.
- You can demonstrate a general understanding of Triathlon in Ireland and globally.

QUALIFICATIONS

Level 1/2 World Triathlon coach or equivalent. Other coaching qualifications and experience will be considered.

Project management or similar.

DESIRABLE

- Previous 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.
- Knowledge of the principles of sports promotion and marketing, particularly related to diversity and encouraging women's participation in sport.
- Experience of working with local government or education sectors.
- Knowledge of the broader triathlon club and event framework.
- Experience of developing and submitting successful funding applications.

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 Ulster 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 .
- 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 these coaches through our coach support programme.
- 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. Develop and maintain efficient and effective systems to ensure the smooth running of the project.
4. Comply with, and actively promote, Triathlon Ireland policies and procedures on all aspects of equality in relation to the project.
5. Ensure full compliance with health and safety requirements and legislation in accordance with Triathlon Ireland policies and procedures.
6. Keep abreast of current and emerging trends and developments within the triathlon community and the Irish sports sector.

APPLICATION

Please send your CV and cover letter to Amina Martin via email amina@triathlonireland.com by 5pm Wednesday 13th August 2026.

ABOUT US

Triathlon Ireland is the governing body for Triathlon in Ireland.

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

Our Mission is to deliver a sport that is vibrant and attractive to all, runs brilliant events that capture people's imaginations, innovates to grow, delivers international success and gets the nation moving.

We have 95 affiliated Triathlon clubs across Ulster, Leinster, Munster and Connacht, with a 40% female participation rate through the success of our Women in Sport Strategy and sanction over 200 multisport events annually.

Triathlon Ireland prides itself on the collaborative culture of our team, working across Operations, Development, Marketing, Finance and High Performance.

Find out more about working for Triathlon Ireland at triathlonireland.com