

**TRIATHLON IRELAND**  
**OPERATIONS MANAGER - MATERNITY COVER**

<b>Organisation:</b>	Triathlon Ireland
<b>Location:</b>	The Courtyard, National Sports Campus, Dublin <b>Contract</b>
<b>Length:</b>	August 2021 - May 2022
<b>Full time / Part time:</b>	Full time
<b>Application closing date:</b>	5pm, July 8th, 2021
<b>Interview Date:</b>	15th July/16th July
<b>Salary:</b>	40-44k Annual DOE

**Role Summary**

As Operations Manager, you will be part of the Leadership Team responsible for implementing Triathlon Ireland Strategy. 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. 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, Technical, Membership Support and 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 2022
- Lead on International Triathlon Evaluation, Event Bid and 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**

The key deliverables of the Operations Manager include:

1. 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.
2. Lead on the development, monitoring and execution of Annual Plans for all areas within the Operations Team.
3. Lead on the development of International Event bid campaign and planning
4. Maintain and grow membership number and breadth of membership base and in particular grow the number of members that are also club members.
5. Manage governance and operations budget to best demonstrated practices
6. Identify new programmes and other opportunities to grow the revenue base with particular focus on Membership
7. Work in partnership with the CEO on the development of grant applications across all funding partners.
8. 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
9. Maintain and build Triathlon Ireland's Operations Team and strengthen Triathlon Ireland's culture of empowering our professional staff to deliver against agreed targets and objectives

## **Key Relationships**

The Operations Manager will develop constructive working relationships with;

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

## **Person Specification**

### **Education & Professional**

#### Qualification Essential

- Educated to Degree or Masters level

#### Desirable

- Governance Qualification
- Sports Management or similar related degree
- Other Postgraduate relevant qualifications will be highly regarded.

### **Previous knowledge & experience**

#### Essential

- 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 staff 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.

#### Other Considerations

- An understanding and commitment to equal opportunities and diversity in the sport sector
- Demonstrable ability to make an impact quickly
- A proven self starter
- Ability to work irregular and unsocial hours as required involving work outside normal office hours, at evenings, weekends and Bank Holidays
- Clean Driving Licence

## **Application & selection process**

Please apply by submitting:

- An up to date and role relevant CV
- An introductory cover letter
- A video submission of no more than 2 minutes in length outlining why you are an outstanding candidate for this role.

to the following email address: [hr@triathlonireland.com](mailto:hr@triathlonireland.com).

Deadline: 5pm, July 8th 2021.

Equal Opportunities Triathlon Ireland is committed to the promotion of equality of opportunity in all fields. As an equal opportunities employer, TI intends that no job applicant or employee shall receive less favourable treatment because of gender, gender reassignment, marital or family status, age, disability, ethnic origin, creed, sexual orientation, Trade Union membership, or by any other condition or requirement which cannot be shown to be justifiable.