

Triathlon Ireland

# Women's Participation Lead

(Part-time, Maternity Cover)

## Job Description | 2021

Reports To

**Education and Development Manager**

Salary

**16-18 K**

Contract Duration

**6 months minimum maternity cover  
from mid March 2021**

Based

**Remote working but with a move to  
office based if circumstances allow**

[triathlonireland.com](http://triathlonireland.com)



# Role Description

The post holder will implement a structured programme to deliver Year 1 of the Women in Sport 'Beyond the Finish Line Strategy 2021-24'. This will include, but is not limited to, the following programmes and projects:

- Lead the Women's Officer Network through virtual platform 'slack', develop webinars and networking opportunities to support and develop the Women's Officers in clubs.
- Partner with the Communications and Media team to effectively communicate projects and programmes with the network and the wider triathlon community.
- Manage the programme delivery of Women In Sport(WIS) Grants to local clubs. Support the other Development Officers where appropriate and work closely with our Finance Manager and administration staff.
- Work closely with our Education and Coaching Team to increase our female coaching base through courses, coach education and blended learning.
- Manage the Female High Performance mentor programme working closely with other NGB partners and the High performance team.
- Manage the WIS Leadership programme working closely with other NGB partners and clubs.
- Plan and deliver a Health and Wellbeing Event through the appropriate forums (either on-line, an event or a blended approach).
- Identify and secure any additional resources, through corporate and government support, to promote and develop women in sport initiatives in Triathlon, and within affiliated clubs.
- Plan and deliver, in affiliation with a designated local triathlon club, a beginners triathlon aimed at women and girls.
- Work closely with the development officers and clubs to deliver programmes aimed at retaining young girls in triathlon.
- Keep up to date with other national women's initiatives and use their networks to promote Triathlon where appropriate.
- In collaboration with the Communication and Marketing Team, attend club events, national events and networking opportunities where appropriate
- Provide regular updates to Sport Ireland and Triathlon Ireland Board on WIS progress and funding.

# Principal Duties & Responsibilities

- Implement Year 1 of the 'Beyond the Finish Line' Strategy
- Develop and implement a range of projects and resources that will support both existing and new clubs to develop their women in sport programmes.
- Contribute to the promotion of Triathlon in Ireland.
- Actively promote and market the sport, its clubs and events, to all appropriate sectors, using traditional and social media.
- Develop relationships and partnerships with like-minded associated sporting bodies, specifically with relation to women in sport.

# Community Involvement

- Develop and maintain a positive profile throughout the clubs as an ambassador for the sport and for Triathlon Ireland.
- Facilitate community involvement in all aspects of the project.
- Promote opportunities for female coach development and volunteering.
- Maintain an up-to-date knowledge of potential funding opportunities and provide advice on female sport issues to TI's affiliated clubs and events.

# 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

- Assist in managing all budgetary aspects of the role in accordance with Triathlon Ireland operations and procedures.
- Monitor, evaluate and review the projects being delivered.
- 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.
- Comply with, and actively promote, Triathlon Ireland policies and procedures on all aspects of equality in relation to the project.
- Ensure full compliance with health and safety requirements and legislation in accordance with Triathlon Ireland policies and procedures.
- Keep abreast of current and emerging trends and developments within the triathlon community and the Irish sports sector.

## Personnel Specification Attribute

### ↓ Essential

#### Educational & Professional Qualifications

A degree or 3<sup>RD</sup> level qualification. Or competency proven in a workplace setting.

#### Previous Experience

- 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.
- Experience of managing resources and budgets.

#### Knowledge

Knowledge of the principles of sports promotion and marketing, particularly related to diversity and encouraging women's participation in sport.

### ↓ Desirable

Sports related degree. Qualified Triathlon Ireland Technical Coach/Delegate/Referee

- 2+ years' experience of sports development/coaching.
- Experience of developing and submitting successful funding applications.
- Experience of working with local government or education sectors.

Knowledge of the broader triathlon club and event framework. Demonstrate a general understanding of Triathlon in Ireland and globally.

**Skills:** Excellent inter-personal and communication skills.