

## **JOB DESCRIPTION**

<b>TITLE:</b>	Welsh Triathlon Participation Officer
<b>CONTRACT TYPE:</b>	Full Time
<b>ORGANISATION:</b>	Welsh Triathlon
<b>DEPARTMENT:</b>	Development
<b>JOB BASED AT:</b>	Cardiff Office / Flexible Working
<b>REPORTS TO:</b>	Head of Development
<b>BUDGET RESPONSIBILITY:</b>	Development Budget - Membership & Participation
<b>KEY INTERFACE WITH:</b>	Welsh Triathlon Board of Directors, Sport Wales, Welsh Triathlon and other Home Nation and British Triathlon Staff

### **POSITION OVERVIEW**

To drive the development, growth, co-ordination and delivery of participation opportunities across Wales, focussing on inclusive clubs, accessible entry level events and Welsh Triathlon membership opportunities. Working within the development team, the Participation Officer will support the Head of Development and Events Officer on development programmes and initiatives to create a sustainable, accessible and inclusive Triathlon community to meet the strategic purpose of Welsh Triathlon to develop a triathlon community that enhances the well-being of current and future generations in Wales.

### **MAIN TASKS & RESPONSIBILITIES**

- Work with key partners to identify opportunities for growth and increase the level of participation in Wales.
- Promote and co-ordinate Triathlon and multi-sport activities across Wales to new audiences with sustainable exit routes.
- Facilitate a school's triathlon and multi-sport programme across Wales.
- Explore opportunities for additional funding to achieving strategic targets across community settings.
- Work with British Triathlon and the Home Nations to support the Welsh Triathlon membership system which supports our Triathlon Community.
- Work across the club network to sustain club-based participation across Wales.
- Work with Events Officer to attend a selection of Welsh Triathlon events across Wales
- Work with the Head of Development and clubs to increase the number and quality of active coaches.
- Collection and analysis of data across clubs, membership and introductory events to ensure accurate reporting, and to provide insight for future strategic decision making.
- Provide regular and timely reports to management, ensuring progress made against the identified Development Key Performance indicators.
- Contribute to other areas of the Development Team work where required.
- Assist in developing and creating content for social media platforms to profile triathlon.
- Collection, collation and analysis of data for insights to enable Welsh Triathlon to thrive.

### **SUCCESS CRITERIA/MEASUREMENTS**

- Meeting the funding requirements and KPI's agreed, aligned to the Welsh Triathlon strategic plan
- Expansion of entry level delivery.
- Increased membership year on year to meet internal performance indicators.
- Continued growth of Club and Partnership Network.
- Insights information which indicates growth in the sport.

## PERSON SPECIFICATION

### Welsh Triathlon Participation Officer

#### RELEVANT SKILLS AND/OR APTITUDES

##### *Essential*

- Excellent communication skills - Communicates effectively, clearly and confidently in written, verbal and electronic forms
- Time management
- Well organised and able to prioritise workload
- Strong people skills
- Manage multiple relationships across many levels effectively

#### KNOWLEDGE AND EXPERIENCE

##### *Essential*

- A knowledge of working within sports development
- Working with a variety of stakeholders
- Excellent project management skills
- Ability to constructively challenge existing status and offer innovative solutions

##### *Desirable*

- Good working knowledge of the sport of Triathlon
- Understanding of the Welsh sporting landscape
- Social Media content creation and delivery

#### EDUCATION/QUALIFICATION SKILLS

##### *Essential*

- Relevant Undergraduate degree or equivalent experience
- Computer literate, including Office products, Windows, Databases
- Strong written and oral presentation skills

#### PERSONAL ATTRIBUTES

##### *Essential*

- Can work independently and as part of a team
- Performance orientation, including the ability to set targets and achieve them
- Positive approach to dealing with challenging issues
- Commitment to responding to customer needs
- Treats people with respect
- Protects confidential information
- Adheres to the company's policies and demonstrates loyalty to the company
- Self-motivated decision maker with high determination to succeed
- Creative & innovative worker
- Focused on excellent quality of service
- Continually looks to improve
- Commitment to equal opportunities

## **OTHER REQUIREMENTS**

### *Essential*

- Able to work away from home as role will require weekend working and irregular hours
- Meet requirements of Child Protection

### *Desirable*

- Welsh Speaker
- In possession of a valid UK driving licence