## 

## Job Vacancy:

## Office Administrator – Welsh Triathlon

**Salary:** £18,000 -£22,000

**Contract:** Full Time

**Welsh Triathlon is recruiting for an Office Administrator to deliver outstanding support to the staff, Board and the triathlon community in Wales.**

A key position in the team, an Office Administrator is required as we reassess our structure and needs as a growing sport and as we look to meet the challenges of our new innovative Strategy.

Welsh Triathlon Limited oversees all aspects of triathlon and its related multi sports in Wales. It is part of the wider federal structure of British Triathlon which includes the Home Nations of Triathlon Scotland and Triathlon England.

We are looking for someone who can match and join our passion for delivering an inclusive sport to the Welsh Nation, with a passion for administration and desire to create a smooth-running, people focussed, compliant organisation.

This role will be available from 11th October and flexible working, including part time working from home, will be considered. If you have any enquiries, or would like an informal discussion about the role, please contact the Chief Executive Officer, Beverley Lewis, at [beverleylewis@welshtriathlon.org](mailto:beverleylewis@welshtriathlon.org).

Download the role description here

**To Apply:**

Please submit a covering letter and the attached application form to [admin@welshtriathlon.org](mailto:admin@welshtriathlon.org)

Closing Date: 28th September 2021

Interview Date: 4th October 2021 in Cardiff.

Welsh Triathlon is committed to inclusion and embraces the spirit of all equality legislation. We actively encourage applications from a wide range of backgrounds and where possible we will always make reasonable adjustments for accessibility to anyone who requires it. Details of our Equal and Diversity Policy can be found [here](https://www.welshtriathlon.org/wales/documents/resources/policy-documents/articles-of-association/2016-updated/wtpol0003-welsh-triathlon-equality-diversity-policy-2016.pdf).