

## **JOB DESCRIPTION**

<b>TITLE:</b>	<b>Welsh Triathlon Events Officer</b>
<b>CONTRACT TYPE:</b>	Full Time
<b>ORGANISATION:</b>	Welsh Triathlon (WT)
<b>DEPARTMENT:</b>	Development
<b>JOB BASED AT:</b>	Welsh Triathlon Office, Sophia Gardens, Cardiff, CF11 9SW
<b>REPORTS TO:</b>	Head of Development
<b>BUDGET RESPONSIBILITY:</b>	Event Budget – Development
<b>KEY INTERFACE WITH:</b>	Welsh Triathlon Staff, Welsh Triathlon Board of Directors, Sport Wales and other Home Nation and British Triathlon Staff, Event Organisers

### **POSITION OVERVIEW**

The purpose of Welsh Triathlon is to develop a triathlon community that enhances the well-being of current and future generations in Wales. The role of Events Officer is to assist and support the network of permitting event organisers facilitating events across the Welsh Domestic calendar. To lead on the growth and delivery of the Welsh Triathlon National Championships, Tristar Series, Welsh Super Series and any opportunities that may arise within the Welsh calendar. Working with British Triathlon Federation (BTF) and the Home Nations to support the growth and facilitation of British events within Wales, including British Series Events, BTF Age Group Qualification races and Inter-Regional Championship races. Assist the BTF Major Events team with operational delivery of British Major Events and work with the Welsh Triathlon Development Team to assist in the facilitation and delivery of World Para Series Swansea legacy project. Work towards the strategic objectives set within Welsh Triathlons 2021-2030 Strategy.

### **MAIN TASKS & RESPONSIBILITIES**

- To work with permitting event organisers to promote and initiate the development and delivery of triathlon and related multi-sport activities within Wales.
- To work with event organisers to permit events in Wales.
- To support any tender process and contracts relating to Welsh Triathlon Major Events, National Championships and Welsh Triathlon Super Series.
- To be visible at Welsh Triathlon events, engaging with members and stakeholders, assisting event organisers delivery where required and provide branding and promotional material according to tender documentation and sponsorship requirements.
- To support external partners where required to deliver the World Para Series, Ironman, Para Festival and any other major event opportunities for Wales.
- To innovate and support the development of new venues and new formats of our sport to drive engagement and revenue opportunities across Wales.
- Promote the domestic event calendar of inclusive and enjoyable events across Wales as a primary driver for membership growth and retention.

- To work with the development team to identify opportunities or locations across Wales which will enhance event accessibility and support the domestic competition structure as required for both participation and talent pathway.
- Able to engage and forge relationships with external partners, such as other National Governing Bodies, Local Authorities, Sport Wales and Welsh Government, as well as commercial partners.
- Provide monthly reports to the Head of Development which include event numbers, participation breakdown and financial insights in preparation for annual reviews and to assist future decision making
- Assist the British Triathlon events engagement team when required with insight and information on Welsh events to assist the event permitting process.
- Work with the Welsh Triathlon Participation Officer to identify opportunities for GoTri and TAC growth, and where needed engage with new and established partners to facilitate activity.
- Provide support and insight for volunteer recruitment, development and retention, and signpost volunteers to the Welsh Domestic Calendar when needed.
- Ensure that Welsh Triathlon's 'Tîm Tri Cymru' is facilitated across the relevant Welsh Triathlon National Championships and attend the relevant British Championships
- Attend British Triathlon and Home Nations meetings regarding event engagement, major event selection, event permitting and event growth.
- Attend Welsh Triathlon development and organisational meetings as required.
- Work with the Head of Development and British Triathlon Major Events Team to develop skillset for future roles such as race director / event director across future WT and BTF major events.
- Assist the development team when required to deliver tasks which promote and enhance the reputation of Welsh Triathlon.

## **SUCCESS CRITERIA/MEASUREMENTS**

- Meeting the funding requirements and KPI's agreed with the CEO and Head of Development in line with the Welsh Triathlon Strategy.
- Delivery of a full portfolio of permitting events.
- Meet the objectives of the Welsh Triathlon Events Strategy.

# **PERSON SPECIFICATION**

## **Welsh Triathlon Events Officer**

### **RELEVANT SKILLS AND/OR APTITUDES**

#### *Essential*

- Excellent Communication Skills – Communicates effectively, clearly and confidently in written, verbal and electronic forms.
- Excellent time management.
- Well organised and able to prioritise workload.
- Able to work effectively as an individual and as part of a team.
- Manage multiple relationships across many levels effectively.
- Aptitude for data collection and analysis.

### **KNOWLEDGE AND EXPERIENCE**

#### *Essential*

- A knowledge of working within sports development
- Working with a variety of stakeholders

- Proven project management skills
- Ability to see how partners can be used to achieve the Welsh Triathlon Goals
- Experience with tendering and contract documentation

#### *Desirable*

- Good working knowledge of the sport of Triathlon
- Comprehensive understanding of Triathlon at all levels
- Event delivery experience
- Knowledge of the Welsh Sporting landscape.

### **EDUCATION/QUALIFICATION SKILLS**

#### *Essential*

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

#### *Desirable*

- Data Management

### **PERSONAL ATTRIBUTES**

#### *Essential*

- Is able to 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
- Strong individualist & decision maker with high determination to succeed
- Self-motivated
- Creative & innovative worker
- Focused on excellent quality of service
- Commitment to equal opportunities
- Enjoyment of working outside

### **OTHER REQUIREMENTS**

#### *Essential*

- Able to work away from home as role will require weekend working and irregular hours
- Meet requirements of Child Protection
- In possession of a valid UK driving licence