# JOB DESCRIPTION

## Welsh Triathlon Office Manager

### CONTRACT TYPE: Part time 18 hours

### SALARY: £27,000 pro rata

### ORGANISATION: Welsh Triathlon (WT)

### DEPARTMENT: Operations

### JOB BASED AT: Sophia Gardens, Cardiff, CF11 9SW

### REPORTS TO: Chief Executive Officer

### KEY INTERFACE WITH:

Welsh Triathlon staff, Board of Directors, external parties and stakeholders

### POSITION OVERVIEW

To work alongside the Chief Executive Officer, Performance and Development teams to help promote, support, and deliver triathlon and related multi-sports within Wales. To provide administrative support to the Welsh Performance and Development Programmes as well as the CEO and Board Directors as required to deliver against the Welsh Triathlon Strategic Objectives. To provide administrative duties, including servicing contracts and e-commerce sites, telephone service for day-to-day contact with the membership and maintain Welsh Triathlon’s documentation and compliance.

## MAIN TASKS & RESPONSIBILITIES

* To maintain and implement effective and efficient administrative systems to underpin the achievement of all of the strategic objectives of Welsh Triathlon
* Work with staff to ensure that facility bookings are made and managed in a timely manner in line with Welsh Triathlon, procedures
* Ensure compliance with relevant policies such as Governance and Leadership Framework Wales, GDPR, child protection and equity standards with relevant member of WT board and staff
* Input and contribute to conferences, meetings as the official delegate of the association where appropriate. This may involve occasional evening and weekend work
* To assist with written and email correspondence ensuring timely response to issues, drafting replies, redirecting, and taking appropriate action
* Take minutes and provide administrative support to Board Meetings
* To assist with all relevant group travel and accommodation arrangements for the Chief Executive, Staff, Board Members, and athletes ensuring most effective and efficient use of time and organising all logistics for visits
* To assist in collating all directorate board reports and compiling appropriately for the relevant Board and Committee meetings
* Supervise the content of the website, social media and newsletters ensuring they are editorially accurate and updated regularly. Work with key individuals to ensure website is a vibrant arena and provides the most up to date information.
* Administer budget and financial management as required to support the CEO and Management Accountant
* Collation of invoices and purchase orders in line with WT procedures and budgetary requirements and input into financial software (XERO)
* Process expenses for staff and/or contractors
* Co-ordinate and place orders for kit, clothing and/or equipment as required
* Support partnership contracts and service sponsorships as required
* Manage the e-commerce platform
* Represent WT by liaising with external agencies and individuals at all levels

Any such further tasks as may from time to time be reasonably required to successfully fulfil and develop the role.

## PERSON SPECIFICATION

**EDUCATION/QUALIFICATIONS**

**Essential**

Minimum of 5 GCSEs or equivalent, including Mathematics and English at grades A\*-C

**Desirable**

Further education and/or study

**PERSONAL SKILLS AND/OR ATTRIBUTES**

**Essential**

* Demonstrate and understanding and commitment to inclusion and equality
* Excellent written verbal and electronic communication skills
* Time management - Well organised and able to prioritise workload
* Ability to work well in a team as well as independently and under own initiative
* Ability to understand the needs of others, relate to and build relationships
* Clear, logical thinker able to analyse requirements and propose pragmatic solutions
* Self-motivation and commitment to learning, self-development, networking and best practice
* Treats people with respect, protects confidential information, adheres to the company’s policies and demonstrates loyalty to the organisation
* Attention to detail when reading and editing documentation and keeping records
* Positive approach to dealing with challenging issues
* Continually look to improve
* Focus on excellent quality of service

**KNOWLEDGE AND EXPERIENCE**

**Essential**

* Experience in a relevant administrative position
* Proficiency in the use of Microsoft Office packages including Excel, Word and PowerPoint
* Experience of the use of social media channels including Facebook, Twitter and Instagram
* Experience of taking minutes and producing summary documents and articles

**Desirable**

* Experience of working in the sport, voluntary or higher education sector
* Experience working with an accounting related software package
* An understanding of the latest GDPR requirements
* An interest in understanding and basic knowledge of triathlon
* An understanding of Sport Wales/UK Sport administration and funding models

**OTHER**

**Desirable**

* Ability to speak Welsh language
* Full UK driving licence
* Ability to undertake flexible working hours
* Ability to travel and/or spend time away from home if required