



## Recruitment Brief:

# Chief Executive Officer

*May 2023*

Salary: **£45k + performance incentive scheme + pension & benefits**

Annual Leave: **25 days + public holidays**



## BACKGROUND

### Welsh Triathlon

Welsh Triathlon is the National Governing Body (NGB) for multisport (triathlon, duathlon and aquathlon) in Wales. Working with the other Home Nations (Triathlon England and Triathlon Scotland) that comprise British Triathlon, we oversee all aspects of multisport activity in the country. Triathlon is one of the most exciting and fastest growing sports in the world. Enjoying a huge range of formats, there is something for everyone, of any age, capability or experience in triathlon.

Welsh Triathlon is a dynamic and rapidly expanding NGB, at a time when the popularity of the sport, both domestically and internationally, continues to increase. As an organisation, we work in partnership with our club network to increase participation, develop volunteers and train coaches, and our event organisers to provide safe, high-quality competitive opportunities across Wales. Through our membership packages and benefits, we support our members to add value to their triathlon experience.

We support the development of athletes to achieve their potential, through our national performance pathway, from first selective environments, right up to those athletes preparing to qualify and compete at Commonwealth and Olympic / Paralympic Games, as well as providing a high-quality daily training environment at our National Triathlon Performance Centre Wales (NTPCW) in Cardiff.

### Our Purpose

The purpose of Welsh Triathlon is to develop a triathlon community that enhances the well-being of current and future generations in Wales.

To enable this, we have developed a 10-year strategy, which focuses on the three key pillars of: Success, Inclusion and Sustainability. These reflect the aspiration for Welsh Triathlon, as it continues to be a fully inclusive, socially-conscious organisation, where the physical health and mental wellbeing of the nation is equally as important as the international successes and financial sustainability of the sport.

This strategy is more than simply sport, it aims to deliver against social inequalities in Wales. These principles are underpinned by Sport Wales 'Vision for Sport, and more widely in the Wellbeing of Future Generations Act (2015) Wales.

## The Chief Executive Officer

The Chief Executive Officer (CEO) has the delegated responsibility of the Board to lead the day to-day operations and to recommend strategic direction to the Board for their approval. The CEO is responsible for grassroots development of and participation in the sport, the performance programme, good corporate and sporting governance, ensuring a sustainable events portfolio, maintaining strong partnerships, delivering commercial value, increasing membership and leading the permanent, contracted and volunteer workforce.

## Who are we looking for?

The ideal candidate will be an inspirational and entrepreneurial leader, able to ignite a passion in their team, our volunteer workforce and in our performance and grassroots memberships, and with demonstrable experience of attracting, retaining and developing exceptional talent to build a cohesive and effective team. They will be able to adapt to the needs of all of our stakeholder groups, and have experience working with a non-executive Board and external partners. They will also be a strategic thinker, with direct involvement in developing and implementing strategy, sporting standards and maintaining effective governance. As the leader of a small and dynamic organisation, they will need the ability to adapt between a hands-on approach, strategic thinking and being an impressive ambassador for the organisation and the sport of triathlon in Wales.



## RESPONSIBILITIES

### Governance

- Deliver the approved strategy in accordance with an agreed implementation plan.
- Deliver the key objectives contained in the Welsh Triathlon 2021-2030 strategic plan.
- Develop, create and recommend to the Welsh Triathlon Board an annual budget and financial plan.
- Ensure adequate financial controls and financial reporting are in place.
- Oversee the pay and grading structure, making recommendations to the remuneration committee on companywide increases.
- Manage and mitigate Welsh Triathlon risk profile.
- Work with Chair and Senior Management Team to create opportunities for supporting diversity and improving inclusivity and well-being on the Board and across Welsh Triathlon
- Ensuring the safety and well-being of staff and members.
- Ensure compliance to the organisation's internal controls, policy and procedures, risk management guidelines and advise the Board on the necessity of new and/or revised policies, procedures and guidelines.
- Develop and implement an annual organisation-wide business plan, outlining the specific and quantifiable objectives that will result in Welsh Triathlon achieving its Strategic Plan.
- Ensure that equality, diversity and inclusion and environmental sustainability are a consideration in all strategic and operational decision making and Board recommendations.

### Our Sport

- Ensure that Welsh Triathlon promotes safe practice and protects everyone in our sport, including children, young people, adults and vulnerable adults, from harm, abuse, bullying and exploitation.

- Lead the Performance Programme and ensure that agreements between Welsh Triathlon and all delivery partners including British Triathlon, Universities, Sport Wales, contracted coaches and practitioners, are robust and effective.
- Ensure a strong participation programme in our sport from first taster sessions and junior activity, right through the grassroots pathway to international age group competition
- Ensure a successful, safe and sanctioned portfolio of events throughout the country with opportunities for all ability levels.

## Leading People

- Provide visible leadership to the sport in Wales including the Governing Body, clubs, events, technical officials, the coaching community, volunteers and participants.
- Lead by example, modelling the values and behaviours of the desired culture, ensuring they are embedded throughout the organisation.
- Build and lead an effective management team. Recruit, retain and train an exceptional permanent, contracted and volunteer team to perform the duties of the Governing Body.
- Line management of Welsh Triathlon senior management and administration team, overseeing all sporting matters, HR, finance, sponsorships and commercial partnerships, marketing, IT, events and internal and external communications.
- Make recommendations to the Welsh Triathlon Board on the role, capabilities and structure required for a high-performing organisation.
- Ensure Welsh Triathlon has appropriate and effectively operating HR policies, including appraisals, performance management, development and succession planning.

## Funding the Future

- Grow membership, events and clubs to ensure long term sustainability of our sport in Wales.
- Develop the commercial income of Welsh Triathlon including sponsorship, marketing and commercial partnerships.

- Ensure Wales is a destination of choice for major events, through the development and delivery of a long-term events strategy.
- Identify and secure programme funding from private trusts, government agencies and local authorities.



## Relationships and Sport Policy

- Develop and maintain strong links with Sport Wales to understand the sporting landscape and ensure that Welsh Triathlon can attract funding.
- Build strong relationships with Welsh Government, Welsh Sports Association, Commonwealth Games Council for Wales, Local Authorities, and other Welsh/UK Governing Bodies of Sport.
- Ensure a high-performing relationship with British Triathlon (including Triathlon England and Triathlon Scotland).
- Understand the needs of, and ensure productive relationships with key stakeholder groups in our sport – clubs, event organisers, technical officials, funding and commercial partners.
- Proactively influence sport policy, particularly through the CEO Forum and other working groups.
- Represent Welsh Triathlon's interests in high profile triathlon or multisport events such as the Commonwealth Games.

## RECRUITMENT PROCESS

Thank you for reading the candidate brief and considering this role at Welsh Triathlon. If you wish to apply, please complete our application form outlining your suitability for the role, and submit this, along with a covering letter using the details below.

**Applications submitted to:** [admin@welshtriathlon.org](mailto:admin@welshtriathlon.org)

**Closing date:** Tuesday 6<sup>th</sup> June 2023

**Initial Interviews:** Wednesday 21<sup>st</sup> June 2023

If you would like to have a confidential conversation on any aspects of the role or the recruitment process, you can contact:

**Martin Kitchener, Chair of the Board:** [martinkitchener@welshtriathlon.org](mailto:martinkitchener@welshtriathlon.org)

