

**JOB DESCRIPTION**

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| **TITLE:** | **Regional Manager (East)**  |
| **CONTRACT TYPE:** | Open ended, full time |
| **ORGANISATION:** | British Triathlon and Triathlon England  |
| **DEPARTMENT:** | Delivery |
| **JOB BASED AT:** | Work from home; based in the Region |
| **REPORTS TO:** | National Delivery Manager |

**POSITION OVERVIEW**

To manage and develop a comprehensive programme of triathlon activities across a specific geographical region. Work with the volunteer Regional Committee to create sufficient capacity across all areas of the triathlon programme to meet demand, allow for growth and provide targeted, geographical diversity. Work to the Regional Plan with agreed measures of success and as such contribute proportionally to the national targets against Triathlon England’s four-year strategic plan. Deliver all agreed Triathlon England National Plan programmes for and in the specific geographical region.

**MAIN TASKS & RESPONSIBILITIES**

* To meet or exceed all given performance indicators, in line with a proportional contribution to the Triathlon England strategic plan
* Support the Regional Committee to generate programmes of work that contribute to the attainment of national targets, addresses specific regional needs and provides targeted geographic development. Work to integrate professional and volunteer workforce into the strategic plan and work programmes, including a regular review process
* Assist in the recruitment and development of the Regional Committee, thus increasing governance capacity and capabilities
* Create, maintain and adhere to a comprehensive delivery programme, focused on the attainment of the suite of identified KPI’s in line with priorities given by the National Delivery Manager
* Work on both the growth of capacity and satisfaction of race participants, maintaining programmes to focus on the quality of athlete experience
* Support a comprehensive, geographically diverse programme of mass participation events that engages and keeps people in triathlon
* Support the development of clubs across the region
* Actively promote Triathlon England membership and the benefits directly with all potential customers.
* Represent Triathlon England in a highly professional manner, maintaining an approachable and consultative approach throughout
* Develop a customer focused and solution orientated approach to clubs and race organisers to help them develop capacity and quality in their offer
* Support the delivery of coach education, officials’ education and CPD programmes
* Effectively deliver and support all national programmes within the region, meeting or exceeding all given performance indicators
* Support the growth and development of Triathlon to new markets, specifically through the GO TRI programme
* Manage all assigned activation budgets (as and when required) effectively with accompanying paperwork and accurate, accountable forecasting
* Deliver all aspects of project delivery on time and on budget
* Effectively arrange and manage meetings with partners, stakeholders and any other interested parties to develop the sport of triathlon within regional boundaries
* Support clubs and events to provide advice and guidance
* Perform any other necessary tasks as outlined by the national manager

To provide timely and appropriate reporting to the following:

* National Delivery Manager
* TE board
* Specific Regional Committee

**PERSON SPECIFICATION**

**Regional Manager (East)**

**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 interpersonal skills
* Strong leadership skills
* Ability to work with integrity
* Strategic awareness – must be able to see the big picture of strategic growth
* Have a multidimensional customer focussed approach in their work

**KNOWLEDGE AND EXPERIENCE**

*Essential*

* Clear understanding and experience of grass roots sports development
* Working knowledge of the development landscape including roles of key stakeholders
* Up to date knowledge of key government strategies

*Desirable*

* Good working knowledge of the sport of Triathlon
* Working knowledge of social media and application

**EDUCATION/QUALIFICATION SKILLS**

*Essential*

* Computer literate, including Office products, Windows, Databases
* Strong written and oral presentation skills

Desirable

* Relevant Undergraduate degree or equivalent experience

**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
* Commitment to responding to customer needs
* Positive approach to dealing with challenging issues
* 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
* Continually looks to improve

**OTHER REQUIREMENTS**

*Essential*

* Ability to react to the needs of the region, this includes regular travel across and within the region, and often includes working away from home.
* Must be able to work flexible hours as the post requires regular evening and weekend work in supporting events and clubs
* In possession of a valid UK driving licence