



**BRITISH
TRIATHLON**

Job Vacancy: Event Engagement Administrator

Ref: DEL-18-24

Salary: £16,000 FTE (£8,000 PT) (depending on experience) + Pension + Benefits

Contract: Open Ended, Part Time 18 hrs per week

British Triathlon is the National Governing Body for Triathlon, Duathlon and Aquathlon in Great Britain, responsible for raising the profile and delivering medal-winning performances and helping everyone discover, enjoy and achieve in triathlon.

British Triathlon are looking to appoint a part time Event Engagement Administrator to support the development of events, event organisers and officials. Reporting to the Event Engagement Manager, you will provide administrative support to the Event Engagement team across a number of areas. You will lead on the administration of event permits, permit invoicing and permit payment monitoring, contributing to the smooth delivery of the event permitting service. You will be also be responsible for making bookings for courses/meetings/travel, ordering equipment/resources and taking meeting minutes.

We are looking for an enthusiastic, motivated and positive individual, with a desire to achieve the highest possible standards for themselves, the organisation and for those involved in triathlon. You will have the ability to prioritise your work load to adhere to strict deadlines and to work well under pressure. The successful candidate will work well as part of a team but also have the ability to work well unsupervised and on their own initiative. Triathlon knowledge is not essential for this role.

The role will be based at the British Triathlon headquarters located at Loughborough University.

Please see job description for a detailed outline of the role and person specification.

Informal enquiries can be made to Anna Smith-Clare, email: annasmithclare@britishtriathlon.org

To apply:

Please visit www.britishtriathlon.org/about/vacancies for our application form, job description and equality form. A covering letter explaining why you feel you are suitable for the role, together with your completed application form and equality form, should be e-mailed to: hr@britishtriathlon.org. Please quote the reference number DEL-18-24. Should you require assistance with the application process, please contact HR and we will make every effort to meet your specific requirements.

Closing Date: 12noon on Monday 7 January 2019

Interview Date: Friday 18 January 2019

British Triathlon is committed to equality of opportunity for all staff and applications from all suitably qualified persons are encouraged. Details of our Equal Opportunities Policy can be found on our website: www.britishtriathlon.org under 'About' and then 'Policy Documents'

British Triathlon aims to promote excellence in our sport, and create opportunities for everyone to achieve their personal triathlon challenges.

