



**BRITISH
TRIATHLON**

Job Vacancy: Event Engagement Officer (Two Posts)

Ref: DEL-18-25

**Salary: £18,000-21,000 pa (depending on experience) +
Pension + Benefits**

Contract: Open Ended, Full time

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 two full time Event Engagement Officers to support the development of events, event organisers and officials. Reporting to the Event Engagement Manager, you will lead on the permitting of events ensuring events meet industry standards. You will work with a range of different event organisers supporting their development and inspiring new people into the sport. You will also play a key role in the development of officials and take responsibility for leading on two focus areas. Current focus areas include Age-Group Major Events (Coordinating the Bidding process, the GB Age-Group Team Qualifiers and the Triathlon England National Championships), Education (Event Organisers), Marketing & Promotion (Permitted Events) and Event Volunteers (Permitted Events).

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.

The role will be based at the British Triathlon headquarters located at Loughborough University; however, the nature of the role will require occasional evening and weekend working and associated travel.

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-18-25. 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: Thursday 17 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.

