



**BRITISH
TRIATHLON**

JOIN US



**INDEPENDENT NON-EXECUTIVE
DIRECTOR - FINANCE
- Recruitment Pack**





**BRITISH
TRIATHLON**

CONTENTS

WELCOME	3
AN OVERVIEW OF BRITISH TRIATHLON	4
BRITISH TRIATHLON STRATEGY	5
ABOUT THE ROLE	7
PERSON SPECIFICATION	8
PRINCIPLE TERMS AND CONDITIONS	9
HOW TO APPLY AND SUPPLEMENTARY INFORMATION	10



WELCOME

Dear Potential Candidate

Firstly, thank you for your interest and taking the time to consider this role.



Ian Howard TD

President

British Triathlon is seeking to recruit to its Board, an Independent Non-Executive Director with responsibility for Finance.

This is a truly great time to be involved in our sport, where interest, participation and medal successes are at their highest levels. Building upon the successes to date, the Board will lead the organisation to Tokyo 2020 and beyond.

Like all NGB's, British Triathlon has its financial challenges with the ever present need to diversify its income streams and reduce its reliance on funding income.

With a clear governance structure established and delivery of an ambitious and engaging strategy for the sport, the board is seeking a financially and commercially astute individual who can help develop and guide British Triathlon towards its strategic goals.

Our Portfolio Directors are appointed by the Board based on who meets the skills and experience we are seeking. In order to apply for the role, it would be desirable to be able to demonstrate experience as member of a Board or alternatively, you may have experience working in a senior management position, or as a Trustee, or perhaps even a School Governor. You should bring prior experience or demonstrate your ability to operate effectively as an Independent Director and show a big picture understanding of the wide role that business plays within sport.

For an informal discussion, or to arrange a chat with either the CEO or Company Secretary, please contact our Company Secretary, Kay Simnett on kaysimnett@britishtriathlon.org.

We look forward to receiving your application.

AN OVERVIEW OF BRITISH TRIATHLON

The British Triathlon Federation (British Triathlon) is the recognised national governing body for triathlon and related multi-sports in the UK and has as membership organisations Triathlon England, Triathlon Scotland and Welsh Triathlon.

British Triathlon began as a voluntary organisation in the 1990s as the British Triathlon Association and has grown to the present day where it employs more than 80 paid staff, manages a UK Sport funded performance programme, sees over 300 people each year qualify as coaches, has over 1,000 age group athletes competing internationally and puts on some of the most iconic triathlon events in the country.

Triathlon has continued to grow year on year since its acceptance into the Sydney Olympics in 2000, in the success of its elite athlete, the increased profile and TV coverage of the sport and the number of participants, clubs and events at local level. The sport was given an added boost in having the mixed team relay format added into the programme for the Olympics in Tokyo in addition to the current individual event.

British Triathlon is a not for profit organisation and is funded through a mixture of grants, membership and commercial activities including sponsorship.

The Board consists of 12 members, including the Chair. Along with the CEO, each of the Home Nations are represented with portfolio and independent Board members.



British Triathlon is a member of the International Triathlon Union (ITU) and the European Triathlon Union (ETU) and has a strong presence in both organisations, leading and influencing on international rules and competition.

Applicants are encouraged to look at our website to understand the scope of our work www.britishtriathlon.org.

British Triathlon is committed to equality of opportunity for all and applications from all suitably qualified persons are encouraged.

We are an equal opportunities employer, committed to addressing equality and diversity issues and understanding the needs of under-represented groups in sport. We are keen to achieve a more diverse Board of Directors and particularly welcome applications from members of under-represented groups.

BRITISH TRIATHLON STRATEGIC PLAN: 2018-2024

OUR VISION

Great experiences
through swim, bike, run.

OUR MISSION

To develop an environment that makes Britain
the world's leading triathlon nation; enabling success
and increasing participation.

OUR VALUES

WE ARE PEOPLE CENTRED

- ✓ We openly support and challenge each other
- ✓ We are customer focused
- ✓ We nurture communities

WE ARE INCLUSIVE

- ✓ We remove barriers to involvement
- ✓ We connect people
- ✓ We have fun
- ✓ We work in partnership

WE ARE AMBITIOUS

- ✓ We are dynamic
- ✓ We are innovative and creative
- ✓ We are passionate about doing our best
- ✓ We create positive impact

WE DO WHAT'S RIGHT

- ✓ We are honest and respectful
- ✓ We practice clean sport
- ✓ We are accountable



BRITISH TRIATHLON STRATEGIC PLAN: 2018-2024

OUR GOALS: BY 2024

WE ARE PEOPLE CENTRED

We will grow the sport through innovative and inclusive programmes.

GROWING MEMBERSHIP

We will retain and grow membership of the Home Nations through the provision of compelling products and services and outstanding customer focus.

GREAT CLUBS

We recognise that clubs are the core of our sport and will support them to provide members and new participants with a consistently great experience.

WINNING ATHLETES

We will ensure that British Olympic and Paralympic athletes are the best prepared and supported on the start line.

OUR ENABLING GOALS

EXCEPTIONAL PEOPLE

We will develop, resource and deploy the staff, volunteers and contractors needed to deliver this strategy.

OUTSTANDING EVENTS

We will support and/or deliver events that enable the achievement of this strategy.

EXCELLENT ORGANISATION

We will operate to the highest standards of governance and maintain and develop positive relationships internationally.

ELEVATED PROFILE

We will raise the profile of triathlon and multi-sport and seek commercial partnerships to accelerate the achievement of this strategy.

HOW WILL WE DO THIS?

We will identify the roles of British Triathlon and the Home Nations for each strategic goal and set annual objectives aligned to these long-term goals.

HOW WILL WE KNOW IF WE ARE WINNING?

We will monitor our progress against these goals via an annual scorecard. The management teams will report to the Boards on a quarterly basis and action plans and budgets will be aligned to the annual scorecard. We will conduct a comprehensive review of progress at the mid-point of the plan.



ABOUT THE ROLE

The successful candidate will provide advice and counsel to the Board on financial matters. Never has the financial sustainability of British Triathlon been more relevant.

With a changing commercial market and industry wide doubt around future funding, the focus on finance has never been more prominent.

Equipped with the skills and knowledge to meet the challenges and opportunities faced by the sport, you will be able to demonstrate success in a senior role in the private, public and/or voluntary sector; an understanding of the role of an Independent Non-Executive in developing alternative income opportunities; a good understanding of the UK's sporting landscape and the ability to consider complex issues related to financial performance, think creatively and strategically and the skills to challenge, support and present views in a clear and concise manner.

You will be a strategic thinker, with a passion for sport and a willingness to devote time, energy and effort to British Triathlon.

For the purpose of this voluntary position, the person appointed should not hold any other positions in the governance structure of the International Triathlon Union, European Triathlon Union, British Triathlon, Triathlon England, English Regions, Welsh Triathlon or Triathlon Scotland.

The full job description and person specification can be [downloaded here](#).



PERSON SPECIFICATION

YOUR EXPERIENCE

- ✓ You will have a proven track record of success as a key organisational player significantly involved in delivering strategic objectives.
- ✓ You will have experience of running a business or working on a Board or similar forums at a senior level, in a commercial, voluntary or public sector context.
- ✓ You will have experience in company financial strategy and policy development.
- ✓ You will have experience of chairing or being involved in an audit/governance committee (or similar).

YOUR KNOWLEDGE

- ✓ You will understand how to broker partnerships, joint ventures or complex deals.
- ✓ You will have a sound working knowledge of the sport and the public and private sectors.
- ✓ You understand and accept the legal duties, responsibilities and liabilities of being a Company Director.

YOUR SKILLS

- ✓ You have a strong strategic perspective, vision and ability to work positively within a team.
- ✓ You have excellent interpersonal, communication and negotiation skills to develop effective, sustainable partnerships.
- ✓ You will have the ability to attend key meetings with sponsors and other corporate bodies, together with other Directors and key senior staff.
- ✓ You can build and maintain strong, transparent relationships with key stakeholders.
- ✓ You can provide a consistent level of support, challenge and management of your relationships with Chief Executive, Board Members and the Executive Team.

YOUR QUALITIES

- ✓ You will lead by example.
- ✓ You have drive and commitment and the ability to demonstrate this to others.
- ✓ You are truly committed in embracing the Values & Behaviours of British Triathlon
- ✓ You are innovative with the ability to focus on key issues.
- ✓ You have a willingness to devote the necessary time and effort and be available to staff for advice and guidance.



PRINCIPAL TERMS AND CONDITIONS

POSITION

Independent Non-Executive Director – Finance of British Triathlon Federation Ltd, a company limited by guarantee. Once formally appointed and in position, the successful applicant will be registered with Companies House and will be subject to full fiduciary responsibilities.

REMUNERATION PACKAGE

This is a non-salaried position. Travel and other reasonable out-of-pocket expenses will be reimbursed for attendance at official meetings and events on behalf of British Triathlon.

LOCATION

Most meetings are held in Loughborough at the Head Office, though occasionally we do hold meetings offsite, but these are usually restricted to one per year.

TERMS OF OFFICE

Four years initially. Maximum of two, four-year terms.

TIME COMMITMENT

- attendance and preparation for:

- ✓ An induction training event to be held in Loughborough;
- ✓ Regular liaison with the CEO and COO;
- ✓ A minimum of 4 physical Board meetings annually;
- ✓ A minimum of 2 virtual Board meetings annually;
- ✓ Where appointed a member, meetings of any sub groups or time-limited action groups:
 - Chair of the Audit, Risk & Governance Committee
 - Chair of the Remuneration Committee
 - Member of the Nominations Committee;
- ✓ Occasional BTF events;
- ✓ Participation in Board learning and Board appraisals;
- ✓ Occasional Partner events, representing British Triathlon.

It will require a time commitment of approximately 4-5 hours per month.

HOW TO APPLY, KEY DATES AND SUPPLEMENTARY INFORMATION

CLOSING DATE
03 FEBRUARY 2019

SHORTLISTING
15 FEBRUARY 2019

INTERVIEW DATE
28 FEBRUARY 2019

HOW TO APPLY

To apply, please submit a current CV and covering letter along with a completed Equality Form.

Please email your application to the Company Secretary at governance@britishtriathlon.org

INTERVIEWS

Interviews will take place on **Thursday 28 February 2019**.

Shortlisted candidates will be invited to an interview with the British Triathlon Nominations Panel.

The interviews will take place in Loughborough.

SUPPLEMENTARY INFORMATION

Details of our annual report (including governance report) can be found via the following link; www.britishtriathlon.org/about-us/governance/policy-documents#finance

Meet our Board on the following link www.britishtriathlon.org/about-us/governance/meet-the-team

To find out more about British Triathlon please visit the website at www.britishtriathlon.org

For more information on our funders, please follow the links below for;

UK Sport www.uk sport.gov.uk

Sport England www.sportengland.org





**BRITISH
TRIATHLON**

PO Box 25, Loughborough,
Leicestershire, LE11 3WX

T +44(0)1509 226161

E info@britishtriathlon.org

www.britishtriathlon.org

 [BritishTriathlon](https://www.facebook.com/BritishTriathlon)

 [@BritTri](https://twitter.com/BritTri)

 [/BritishTriathlon](https://www.youtube.com/BritishTriathlon)

 [BritTri](https://www.instagram.com/BritTri)

