



**BRITISH  
TRIATHLON**

**JOIN  
US**



**NON-EXECUTIVE DIRECTOR  
Elite Athlete Representative  
Recruitment Pack**





**BRITISH  
TRIATHLON**

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# WELCOME

## Dear Potential Candidate

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



British Triathlon is seeking to recruit to its Board, a Non-Executive Director with responsibility for Elite Athlete Representation. At the time of appointment, you will have been an active athlete in either Olympic/Paralympic disciplines within the last 4 years. Also welcome, are athletes who have been active in long-distance disciplines during the last 4 years, but who were also active in Olympic/Paralympic disciplines within the last 8 years are also encouraged to apply.

The primary purpose of the role is to chair British Triathlon's soon to be established, Elite Athlete's Commission, ensure regular contact, communication and flow of information both from and to the Athletes and the Board as an additional check and balance between strategy and delivery, and to act as the communication channel between Athletes (normally via the Athlete Champions) and the Athlete Commission, British Triathlon Federation staff and programme delivery team. This is a key communications role.

British Triathlon plays a leading role in the development and innovation of triathlon, a fast growing, dynamic and modern sport. With a remit to raise the profile and delivery the performance pathway, significant progress has been made, with triathlon events in Britain televised across Europe, and Britain recognised as a leading performer in delivering world triathlon championship events.

With our governance structure and vision, we need individuals who can help develop and maintain British Triathlon's strategic focus and direct the organisation towards its future. You would need to be able to make a commitment to British Triathlon and devote the necessary time, have strategic vision, independent judgement, an ability to think creatively and a willingness to speak your mind.

If you wish to discuss the role further before applying, enquiries can be made to [mikecavendish@britishtriathlon.org](mailto:mikecavendish@britishtriathlon.org).

**We look forward to receiving your application.**

**Ian Howard TD**

**President**

# 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 President. 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](http://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

Recognising the importance of the elite athletes who represent Great Britain at the highest level in Triathlon as key stakeholders, it is embedded in the Articles of Association of British Triathlon that there will be an athlete representative on the British Triathlon Board to act on behalf of the elite athletes.

For the avoidance of doubt, elite is defined as any athlete operating within a British Triathlon Training Centre and either on the World Class Performance Program (WCPP) or contributing to the training environment of athletes on the WCPP.

The Representative must have been an active athlete in either Olympic or Paralympic disciplines within the last 4 years.

## The successful candidate will;

- ✓ Maintain regular contact with the world class programme team (coaches and support staff) to gather their views and opinions.
- ✓ Represent Great Britain's elite triathletes within the British Triathlon Board by providing feedback to the Board, or to the British Triathlon President, CEO or Performance Director as appropriate.
- ✓ Work with the Athlete Champions to sustain a two-way communication of ideas and information between the elite triathletes and the Athlete Commission.
- ✓ Represent British Triathlon's elite triathletes within other forums where athlete representation is desirable (e.g. UK Sport Programme Reviews).
- ✓ Ensure excellent communication is maintained between the WCPP and its athletes, and to provide an athlete perspective on programme activities and policies.
- ✓ Maintain regular contact with the ITU Athletes' Representatives ensuring the views of Great Britain's elite athletes are represented internationally.
- ✓ Maintain an up to date knowledge of international elite competition policies and their impact on Great Britain's elite athletes (e.g. anti-doping rules and procedures, competition rules, selection policies).
- ✓ Attend British Triathlon Board meetings.

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



# PERSON SPECIFICATION

## YOUR EXPERIENCE

- ✓ Current or recent active athlete in either Olympic or Paralympic disciplines within the last 4 years.
- ✓ Experience of high performing teams.

## YOUR KNOWLEDGE

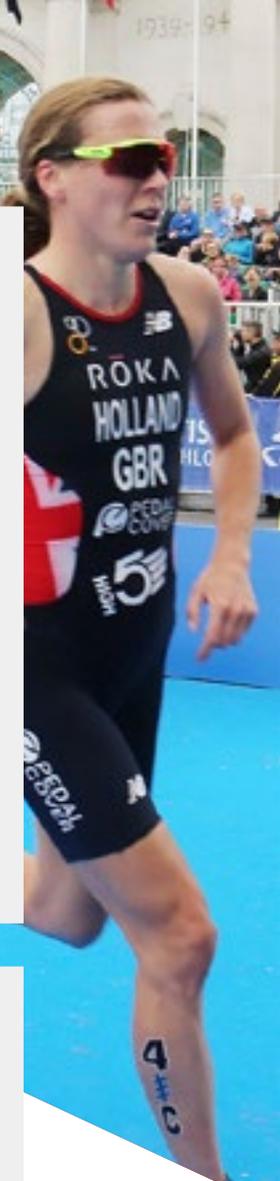
- ✓ You have up to date knowledge of both the WCPP and elite “non-Olympic and Paralympic” multisport disciplines.
- ✓ You understand the key principles of sports funding.

## YOUR SKILLS

- ✓ You have the ability to command the respect of the athletes, having good relationships with the majority of elite international triathletes and multisport athletes representing GB.
- ✓ You are able to understand the wider context in which the WCPP exists and form a balanced view when issues arise.
- ✓ You have strong interpersonal, communication and negotiation skills and the ability to develop effective, sustainable partnerships.
- ✓ You have a strong strategic perspective, vision and ability to work positively within a team;
- ✓ You will have strong intellectual and analytical ability, and an ability to focus on the issues to be dealt with.

## YOUR QUALITIES

- ✓ You will be available and willing to devote the necessary time and effort to deliver all aspects of the role.
- ✓ You will be able and willing to be available to all elite athletes for advice and enquiries on an ad hoc basis.
- ✓ You are truly committed in embracing the Values & Behaviours of British Triathlon.
- ✓ You are respectful of others and open to different points of view.
- ✓ You are dynamic, enthusiastic, innovative and resilient.



# PRINCIPAL TERMS AND CONDITIONS

## POSITION

Non-Executive Director – Elite Athlete Representative 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 Board 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.

Athlete Commission meetings may rotate between Loughborough and Leeds.

## TERMS OF OFFICE

Four years.

## TIME COMMITMENT

### - attendance and preparation for:

- ✓ An induction training event to be held in Loughborough;
- ✓ Regular liaison with the Performance Director and CEO
- ✓ 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;
- ✓ Occasional British Triathlon events;
- ✓ Participation in Board learning and Board appraisals;
- ✓ Occasional Partner events, representing British Triathlon.

**It will require a time commitment of approximately 6 - 8 hours per month**

# HOW TO APPLY, KEY DATES AND SUPPLEMENTARY INFORMATION

**CLOSING DATE**  
**01 JANUARY 2019**

**SHORTLISTING**  
**03 JANUARY 2019**

**INTERVIEW DATE**  
**09 JANUARY 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](mailto:governance@britishtriathlon.org)

## INTERVIEWS

Interviews will take place on **Wednesday 09 January 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](http://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](http://www.britishtriathlon.org/about-us/governance/meet-the-team)

To find out more about British Triathlon please visit the website at [www.britishtriathlon.org](http://www.britishtriathlon.org)

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

**UK Sport** [www.uk sport.gov.uk](http://www.uk sport.gov.uk)





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