



**BRITISH
TRIATHLON**

**Job Vacancy: Age Group Multisport and Sport Integrity
Administrator**

Ref: BOP-DW-35

**Salary: Up to £21,500 per annum dependent upon
experience + Benefits + Pension**

Contract: Permanent Full Time

We are looking for an energetic individual looking to start their career at British Triathlon within a people centred role within our Age Group and Business Operations Team. If you are interested in joining one of the fastest growing sports in the UK and have a passion for exceptional customer service then look no further, this role could be perfect for you.

The Great Britain Age-Group Team is the pride of Britain delivering medal-winning performances around the globe year on year. Our Business Operations team is responsible for integrity and inclusion within our business. As a key member of the team, the job holder will deliver quality administrative support and ongoing customer service to the Age-Group and Sport Integrity Programmes, the Elite Multisport Programme and the Business Operations Team.

If you have a passion for what you do and pride yourself on your ability to problem solve, then then we want to hear from you. You will need to be sharp, extremely organised, and most importantly a team player. In the perfect world you will already have some experience responding to stakeholders by email or over the phone. Are you up for the challenge?

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 swim, bike, run. Triathlon knowledge is not essential for this role.

Please see job description for a detailed outline of the role and person specification. The role will be based at the British Triathlon headquarters, located at Loughborough University.

Informal enquiries can be made to Linda Haywood, Head of Business and Age Group Operations at lindahaywood@britishtriathlon.org

To apply:

In the most convenient and appropriate way you see fit, please email an application to hr@britishtriathlon.org. This could be a CV, covering letter or by using our application form however please feel free to complete this in your preferred way. Our application form, job description and equality form can be found at the bottom of this page if you should require these and should you require assistance with the application process, please contact HR and we will make every effort to meet your specific requirements.

Closing Date: 28 September 2021

Interview Date: 5th or 7th October 2021

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.

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

