

Coach Development Coordinator

As Coach Development Coordinator, you will lead and coordinate British Triathlon qualifications and courses, delivering on both Triathlon England and British Triathlon objectives to provide high quality learning opportunities for our customers.

You will be highly organised, have excellent time management skills, and be confident in working alone and as part of a team. You will possess excellent communication skills, with a strong ability to multitask as you maintain accurate records across multiple IT systems.

We're searching for someone who thrives on being part of a successful team, leading the coordination of multiple qualifications and courses simultaneously. You will have an eye for detail, with excellent forward planning, and be a clear logical thinker.

This position offers a minimum of three days based within the Coaching Team at our Head Office in Loughborough, with the option of two days per week working from home. The role is desk based and requires a self-starter who enjoys planning and organising to achieve results. The end goal is attracting coaches to our course and learning opportunities.

Effective working relationships are key to any role, and the successful candidate will be an integral and valued member of the Development Directorate, working as a team of four in the Coaching Department. You are likely to thrive through developing and maintaining close working relationships with our wider development team, tutor workforce, and external partners. Our new Coach Development Coordinator will report into the Head of Coaching.

The role will benefit from our successful hybrid working model, where Tuesday to Thursday all colleagues work from our Loughborough head office, providing a supportive, collaborative, and fun working environment, and flexible working on Mondays and Fridays, working from home as work commitments allow.

British Triathlon offers a competitive benefits package that includes:

- 25 days annual leave, increasing with length of service, enhanced with a flexible holiday buying scheme
- A commitment to your development, with weekly and monthly time ringfenced for personal and collaborative learning and development
- 2 days paid volunteer leave
- Free and accessible parking outside the Loughborough head office and secure covered bike storage

- Pension scheme, life assurance scheme, and private medical insurance to care for you and your loved ones
- Support for a healthy lifestyle, including discounted gym membership and a cycle to work scheme

British Triathlon is passionate about developing an environment that makes Britain the world's leading triathlon nation, enabling success and increasing participation. We're looking for people who can bring skills and ambition to an inclusive, people-centred workplace, who are determined to create positive impact, and who value doing what's right above doing what is expected.

To apply

If you're inspired and excited about working at British Triathlon, we'd love to hear from you. Please have a good read through of the full Job Description, and then send an email to hr@britishtriathlon.org with your CV and a covering letter (or another format if you prefer) explaining why you feel you are suitable for the role.

Closing Date

This role will close on **Monday 13 February 2023**. We encourage early applications as the role may close once sufficient suitable applications have been received.

To enable us to focus our time on suitable candidates, we consider, but are unable to reply to all applications. If you have not heard from us within ten working days of the closing date, please assume your application has not been successful.

Interview Date

We'd love to meet you on **Wednesday 22 February 2023**.

For informal enquiries about the role please contact Michelle Hayden, Head of Coaching, at michellehayden@britishtriathlon.org.

British Triathlon is committed to creating an even more diverse and inclusive workforce that will bring different perspectives to our work, so if you think we'd benefit from your relevant skills and experience, please do send in your application. Should you require assistance with the application process, please contact HR and we will make every effort to meet your specific requirements. We operate under the Disability Confident Scheme. Details of our Equality and Diversity Policy can be found at britishtriathlon.org/about-us/governance/policy-documents.