JOB DESCRIPTION

TITLE: Head of Clubs and Regions

CONTRACT TYPE: Open ended, Full time

ORGANISATION: British Triathlon and Triathlon England

DEPARTMENT: Development

JOB BASED AT: British Triathlon Head Office, Loughborough (with scope for regular home working)

REPORTS TO: Director of Development

DIRECT REPORTS: National Development Manager

KEY INTERFACE: Regional Committees, Regional Chairs, TE Council, Sport England (Clubs Team), Sport Structures (Club Matters)

SALARY: In Region Of £38,000 + Benefits

POSITION OVERVIEW

To strategically lead the ‘clubs and regions’ work strand within the British Triathlon and Triathlon England strategy, ensuring a strong, safe and high-quality infrastructure for club participation, volunteering and coaching in regional and national settings.

To work in a collaborative leadership structure and culture alongside other strand leaders to grow opportunities for swim, bike and run across the entire development function of the organisation, taking joint responsibility and accountability.

MAIN TASKS & RESPONSIBILITIES

Club Development

• To lead the development of a framework for club development and accreditation across England, working collaboratively with other work strand leaders to ensure strong connectivity.

• Develop a range of resources and templates to support accredited clubs as part of a wider collaborative project aimed at developing and delivering toolkits for the Triathlon workforce and infrastructure.

• To work in partnership with Sport England and their national strategies and products for club development to ensure the best possible service for Triathlon clubs across England.
• To work alongside colleagues across the organisation to ensure clubs are strong, safe, accountable and high-quality settings for all to enjoy swim, bike and run participation, volunteering and coaching activity.

**Regional Governance**

• Develop a range of resources and templates to support the governance of our ten regional committees as part of a wider collaborative project aimed at developing and delivering toolkits for the Triathlon workforce and infrastructure.

• Lead our approach to investment in the ten regional committees, ensuring it is fit for purpose and in alignment to the wider British Triathlon and Triathlon England vision and strategy.

• Manage budgets attributed to the regional committees as necessary in alignment to internal financial policies and protocols.

• To provide overall leadership for the strategic place of ‘regions’ in the delivery of the British Triathlon and Triathlon England vision.

• Support and work through the Triathlon England National Council, ensuring member buy-in, consultation and support.

**Collaborative Leadership**

• To strategically lead the work strand of ‘clubs and regions’ including its strategy, objectives and implementation.

• To take collective accountability, alongside the Director of Development and other strand leaders, for the achievement of a suite of outputs and outcomes that represent delivery across the wider Development Team.

• To work shoulder to shoulder with the Director of Development and other strand leaders using collaborative leadership approaches, behaviours and structures to collectively grow and develop Triathlon across England in line with the British Triathlon and Triathlon England strategy.

• Provide collaborative leadership, alongside the other strand leaders, to two Development Managers whose role it is to holistically operationally deliver upon the four work strands.

• In addition to the above, take functional line management responsibility for one of the two National Development Managers.

• Provide management functionality to others in the Development Team as necessary and directed by the Director of Development.
PERSON SPECIFICATION

Head of Clubs and Regions

RELEVANT SKILLS AND/OR APTITUDES

**Essential**
- Excellent communication skills - Communicates effectively, clearly and confidently in written, verbal and electronic forms.
- Strong written and oral presentation skills.
- Collaborative Leader, able to work laterally and vertically.
- Well organised and able to prioritise workload.
- Strong interpersonal skills.
- Able to provide confident and consistent leadership to all within line management responsibility.
- To provide confident and respected leadership across the delivery system of triathlon including regional committees and other triathlon stakeholders.
- To provide strong leadership through influencing others (volunteers and strategic partners).
- Able to see the 'big picture' of strategic growth, and how staff, internal and external partners can be used to achieve triathlon's goals.
- Clear, logical thinker able to analyse requirements and propose pragmatic solutions.
- Able to plan effectively to ensure they and all staff meet all established goals and targets.

KNOWLEDGE AND EXPERIENCE

**Essential**
- Comprehensive understanding of the governance structure and requirements of community sports clubs and regional committees, gained through experience within the sports sector.
- Experience of designing and implementing successful club development and accreditation models and frameworks.
- Experience of leading a work area and associated programmes in a development capacity.
- Experience of measuring the impact of sport and physical activity initiatives using both quantitative and qualitative measures.
- Knowledge of the place of community sports clubs in the wider sport and physical activity landscape at local level.

EDUCATION/QUALIFICATION SKILLS

**Essential**
- Relevant Undergraduate degree or equivalent experience.
- Computer literate, including Office products, Windows, Databases.
- Evidence of Continuous Professional Development.

PERSONAL ATTRIBUTES

**Essential**
- Ability to work independently and as part of a team.
- Performance orientation, including the ability to set targets and achieve them.
- Commitment to responding to customer needs.
- Positive approach to dealing with challenging issues.
- Treats people with respect.
• Protects confidential information
• Adheres to the company’s policies and demonstrates loyalty to the company
• Strong individualist & decision maker with high determination to succeed
• Self-motivated
• Creative & innovative worker
• Focused on excellent quality of service
• Continually looks to improve

OTHER REQUIREMENTS

**Essential**
• Able to work away from home as role may require weekend working and irregular hours
• In possession of a valid UK driving licence, with the use of a car (mileage allowance will be paid for business use)