



**Job Vacancy: Membership Executive (Maternity Cover)**

**Ref: MEM-JC-0721**

**Salary: £13,800 (£23,000 pro rata) + Benefits + Pension**

**Contract: Fixed Term to August 2022,  
Part-time (3 days a week)**

Would you like to work within one of the fastest growing sports in the UK and have a passion for delivering great customer service? We are looking for a Membership Executive to be on the frontline supporting and helping to grow the British Triathlon community on a day-to-day basis, whilst also contributing the continual development of the membership offering.

We are looking for a customer-focused, creative, and hardworking individual with experience in delivering outstanding customer service. You will be focused on providing cutting-edge support to a variety of existing stakeholders, as well as supporting the delivery of membership campaigns/projects, resulting in an outstanding membership offer and service to our core markets.

Ideally, you will also have experience of databases and using technology to deliver the most effective service. You will need to be good under pressure, organised and quick to learn and in return will benefit from a lively working environment that provides some amazing opportunities.

We are looking for an enthusiastic, motivated, and positive individual, with a desire to achieve the highest possible standards for themselves, the organisation and for those involved in swim, bike, run.

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 triathlon. Triathlon knowledge is not essential for this role.

The role will be based at the British Triathlon headquarters located at Loughborough University.

Please see job description for a detailed outline of the role and person specification.

Informal enquiries can be made to Charlotte Spice - Membership Manager at [charlottespice@britishtriathlon.org](mailto:charlottespice@britishtriathlon.org)

### **To apply:**

Please visit [www.britishtriathlon.org/about/vacancies](http://www.britishtriathlon.org/about/vacancies) for our application form, job description and equality form. A covering letter explaining why you feel you are suitable for the role, together with your completed application form and equality form, should be e-mailed to: [hr@britishtriathlon.org](mailto:hr@britishtriathlon.org). Please quote the reference number MEM-JC-0721. Should you require assistance with the application process, please contact HR and we will make every effort to meet your specific requirements.

**Closing Date: Midday 28 July 2021**

**Interview Date: Week commencing 9 August 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](http://www.britishtriathlon.org).

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

