JOB DESCRIPTION

BRITISH TRIATHLON

TITLE: National Development Manager

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: Head of Participation/Head of Clubs and Regions

DIRECT REPORTS: Regional Managers (4-6)

KEY INTERFACE: Leisure Operators, Community Sport/Sport for Development National Partners, Priority Active Partnerships, Regional and County Stakeholders, Head of Children and Young People, Head of Clubs and Regions, Head of Participation, Head of Participation

SALARY: In Region Of £32,000 + Benefits

POSITION OVERVIEW

The Development Manager will play a key role in the implementation of the British Triathlon and Triathlon England strategic objectives across More Participants, Exceptional People, Great Clubs and Outstanding Events.

The role will work collaboratively across our four main work strands to bring delivery to life in a specific number of English regions, maximising internal resource and investment as well as external partnerships to holistically grow the swim, bike, run landscape at local and regional level.

MAIN TASKS & RESPONSIBILITIES

Cross-Work Strand Development and Implementation

- Work across the four work strands of Participation, Workforce, Clubs and Regions and Children and Young People to lead cohesive development and delivery in a number of English regions.

- Devise and oversee the delivery of specific regional action plans that tie together and ‘operationalise’ the four work strands and take account of the range of partners, projects and communities within the regions themselves.

- Support the delivery of our place-based approach in any communities which sit within the regions under the role’s jurisdiction.
• Work, alongside the regional managers, with specific priority Active Partnerships as well as other significant local and regional partners in our focus places, to help connect our work to local priorities, projects and partners.

Management and Leadership
• Provide line management, leadership, support and guidance to a number of regional managers, ensuring they reach their objectives in their respective regions as set out in the regional action plans.
• In collaboration with compatriot Development Manager, jointly lead team meetings for the regional managers to ensure connectivity, support, guidance and clarity as well as the sharing of learning and celebration of success.

Work Area Activation
Participation
• Work with national partners to activate operational partnerships within our GO TRI programme.
• As part of a project team, contribute to the development of the GO TRI programme and the GO TRI Annual Plan in its widest sense and, as appropriate, take the lead on the delivery of tasks and actions.
• As the GO TRI brand and delivery model expands, take the lead on specific operational aspects as necessary and required.
• Support the development and operational delivery of new participation projects and programmes as required.

Workforce
• Ensure, through leadership and management of the regional managers, that the workforce education and development programme is promoted, matched to local need and demand and utilises the best assets and facilities locally and regionally.
• Through leadership and management of the regional managers, focus on building, inspiring and supporting appropriate and high-quality networks of ‘people’ across the swim, bike, run landscape locally and regionally. This includes but is not limited to coaches, volunteers, teachers and community activators.

Children and Young People
• Ensure, through leadership and management of the regional managers, that schools involved in delivering our Swim, Bike, Run Offer as part of both curriculum and out of school hour physical education and school sport are supported and sign-ups are managed.
• Support the junior race series in regions as appropriate.

Clubs and Regions
• Support regional committees to operate as effectively as possible, making best use of British Triathlon development funding to grow swim, bike, run provision as appropriate.
• Oversee the club support and development offer in the counties under the role’s jurisdiction, monitoring take-up, usefulness as well as feeding back insight and learning to help continual development of our offer.
PERSON SPECIFICATION

National Development Manager

RELEVANT SKILLS AND/OR APTITUDES

**Essential**
- Excellent communication skills, communicating effectively, clearly and confidently in written, verbal and electronic forms.
- Able to see the ‘big picture’ of sports development at regional and local level.
- Well organised and able to prioritise workload
- Clear logical thinker, able to analyse the requirements and propose pragmatic solutions
- Strong interpersonal skills
- Innovative thinker who constructively challenges and generates ideas and solutions.
- Ability to manage multiple priorities/tasks
- Can manage multiple relationships across many levels effectively

KNOWLEDGE AND EXPERIENCE

**Essential**
- Experience in developing and managing high quality relationships with key stakeholders and funders.
- Knowledge of the sport and physical activity landscape and local and regional level.
- Knowledge of the major national strategies for sport and their relevance for Triathlon.
- Experience of leading and/or developing programmes and projects.
- Knowledge of the measurement of impact, both quantitatively and qualitatively, of sport and physical activity programmes and interventions.

**Desirable**
- Working knowledge of the sport of Triathlon.

EDUCATION/QUALIFICATIONS

**Essential**
- Degree (or comparable experience) in a sport, leisure, recreation, sport business setting
- Evidence of Continuous Professional Development

PERSONAL ATTRIBUTES

**Essential**
- Desire to make a real difference
- Consultative and collaborative
- Is able to work independently and as part of a team
- Ambitious for the organisation and for the sport
- Commitment to responding to customer needs
- Positive approach to dealing with challenging issues
- Values orientated with alignment to BTF/TE Organisational values
OTHER REQUIREMENTS

Essential
- Able to work away from home as role may require occasional weekend working and irregular hours
- Protects confidential information
- Adheres to the company’s policies, including but not limited to Health and safety, safeguarding, Diversity & inclusion, Environmental sustainability

In possession of a valid UK driving licence, with the use of a car (this role includes access to a car or car allowance, to be confirmed at point of offer).