# Job Vacancy: Office Manager

### Salary: £27,000 pro rata (18 hours/week)

**Location**: Sophia Gardens, Cardiff, CF11 9SW (flexible and some WFH options possible)

### Contract: Part time

**Welsh Triathlon is recruiting for an Office Manager. Someone dedicated to creating a welcoming, efficient and compliant office and to be part of a passionate team delivering on the strategic purpose of Welsh Triathlon: To develop a triathlon community that enhances the well-being of current and future generations in Wales.**

**Working alongside Welsh Triathlon’s Chief Executive Officer, Chairman of the Board and staff, this exciting new role within the operation team has arisen as a result of the need for a dedicated and skilled office manager.**

**If you have a passion for administration, organisation, supporting and developing people, a collaborative & curious approach, and a commitment to learning and personal development, we would love to hear from you. Experience and understanding of triathlon is not essential – our priority is to find the right person to join our team.**

**Welsh Triathlon is the National Governing Body for triathlon and its related multi-sports in Wales and is part of the British Triathlon Federation. We work closely with other Welsh National governing bodies and national partners to deliver on the Vision for Sport in Wales.**

**If you have any enquiries, or would like an informal discussion about the role, please contact our Chief Executive Officer, Beverley Lewis** [beverleylewis@welshtriathlon.org](mailto:beverleylewis@welshtriathlon.org)

****Download the role description here.****

### **To applyplease submit to** [admin@welshtriathlon.org](mailto:admin@welshtriathlon.org) ****the following:****

1. **a covering letter**
2. **application form**
3. **an equality monitoring form** **to admin@welshtriathlon.org**

**Closing Date: 2nd August 2022**

**Interview Date: provisionally 10th August 2022, in Cardiff.**

**Welsh Triathlon is committed to inclusion and embrace the spirit of all equality legislation. We actively encourage applications from a wide range of backgrounds and where possible we will always make reasonable adjustments for accessibility to anyone who requires it. Details of our Equal and Diversity Policy can be found** [here.](https://www.welshtriathlon.org/wales/documents/resources/policy-documents/articles-of-association/2016-updated/wtpol0003-welsh-triathlon-equality-diversity-policy-2016.pdf)