

JOB DESCRIPTION

Welsh Triathlon Performance Programme Co-ordinator

CONTRACT TYPE:	Permanent, Full Time
SALARY:	£22,000- £25,000
ORGANISATION:	Welsh Triathlon (WT)
DEPARTMENT:	Performance
JOB BASED AT:	Welsh Triathlon Offices, Sophia Gardens, Cardiff, CF11 9SW and Cardiff Metropolitan University
REPORTS TO:	Performance Pathway Head Coach

KEY INTERFACE WITH:

Welsh Triathlon performance and development staff, Board of Directors, athletes, external parties and stakeholders

POSITION OVERVIEW

To deliver quality organisational and administrative support to the Welsh pathway programmes and domestic and international competition and act as a liaison between the Performance, Development and Operation teams.

MAIN TASKS & RESPONSIBILITIES

- Attend domestic & international camps & competitions as Team Manager, including acting as Team Manager for the Commonwealth Games.
- Lead on performance programme welfare & safeguarding processes, including safeguarding U18s, anti-doping, programme selections, inductions & exits.
- Play key role as part of NTPCW/NextGen multi-disciplinary team to support & facilitate effective processes for athlete goal setting & management of support projects.
- Provide operational & administrative support for the planning & delivery of all performance activity including logistics, travel, facilities, accommodation & meetings.

- Lead on performance team communications including, athletes & parents, consent forms, feedback, insights and managing website & newsletter content.
- Organise University processes including athlete visits for recruitment and BUCS entries.
- Manage the ordering, recording, distribution & monitoring of kit & equipment.
- Support the Senior Management Team and Office Manager in ensuring efficient and accurate financial processing
- Ensure integrated working with the development team particularly with the PACE programme and enhancing the daily training environment across Wales
- Support the communications team with content for articles, newsletters, social media posts relating to the performance programme.

SUCCESS CRITERIA MEASUREMENTS

- Effective support of the performance programme demonstrated by the quality of camps, training environment and/or competitions and their delivery within the budget.
- Effective administrative support demonstrated by the percentage of queries and tasks which are addressed and completed within agreed deadlines and to the required standard.
- Effective integration with the development team and the PACE club programme demonstrated by enhanced coaching standards and aligned communications.
- Effective financial processing and monitoring demonstrated by the level of accuracy in the financial position at any point in time and delivery within budget.
- Responsibility for the logistics of camps, competitions & organising kit.
- Up to date qualifications and training for Clean Sport, safeguarding and welfare.
- Strong positive relationships with Sport Aid, UK School Games, BTF and Home Nations Events team, all Welsh training venues and suppliers.

PERSON SPECIFICATION

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RELEVANT SKILLS AND/OR APTITUDES

Essential

- Excellent communication skills – Communicates effectively, clearly and confidently in written, verbal and electronic forms.
- Excellent time management and prioritisation.
- Well organised and able to prioritise workload.
- Strong interpersonal skills.

- Proactive.
- Innovative thinker.
- Has the ability to demonstrate empathy with junior athletes and work within child protection policy.
- Commitment towards achieving excellence in triathlon within the framework of Welsh Triathlon's performance strategy.

KNOWLEDGE AND EXPERIENCE

Desirable

- Good working knowledge of the sport of Triathlon.
- Understanding of elite sport including the UK Lottery Sports Funded World Class Programme and its equivalent in England, Scotland and Wales.
- Understanding of financial management including the preparation and monitoring of budgets.
- Understanding of anti-doping and child protection policies

EDUCATION/QUALIFICATION SKILLS

Essential

- Relevant experience.
- Computer literate, including Office products, Windows, Databases.
- Strong written and oral presentation skills.
- Report writing skills

PERSONAL ATTRIBUTES

Essential

- Able 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 and manages information with discretion.
- 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

- In possession of a valid UK driving licence, with the use of a car (mileage allowance will be paid for business use)

Desirable

- Willing and able to travel abroad as required and to operate in a foreign environment