



BRITISH TRIATHLON

JOB DESCRIPTION

TITLE:	Pathway Coordinator
CONTRACT TYPE:	Open ended, Full time
ORGANISATION:	British Triathlon and Triathlon England
DEPARTMENT:	Performance
JOB BASED AT:	British Triathlon Head Office, Loughborough
REPORTS TO:	Performance Pathway Manager

POSITION OVERVIEW

To deliver quality organisational and administrative support to the England Next Generation (ENG) Programme, the Elite Multisport Programme, the British Youth and Junior Super Series, and the underpinning Regional Academy Programmes

MAIN TASKS & RESPONSIBILITIES

- Provide day to day administrative support to the ENG Programme and when necessary the Performance Pathway Manager - including staff support, arranging staff meetings and domestic travel and accommodation
- Manage logistics for the ENG Programme including organising of and attendance at camps, and youth/junior events as and when required along with the necessary communication with athletes and parents
- Take primary responsibility for ENG related financial processing, including the monitoring of budgets, liaising with the BTF finance department, supporting “month end” procedures and day to day transaction processing
- Be the first point of contact on Anti-Doping and Safeguarding for youth and junior athletes
- Take primary responsibility for the British Junior and Youth Super Series (BYJSS) races and other domestic elite events as required. Specifically in approving athletes’ entries, creating start lists/wait lists and the associated administration, being the first point of contact for queries and offering support at races as required and attending these events as and when required.
- Take primary responsibility for ETU Junior Cup nominations and entries across the Home Nations including pre-event communications
- Be the first point of contact for all enquiries and associated administration related to the ITU Athlete Health Check for Youth and Junior athletes across the Home Nations
- Support the ENG Parent Education Programme through regular memos and updates on the Facebook page and other relevant tasks as required



- Support delivery of the British Performance Assessments with the associated operations administration and logistics, including both parent and athletes strands
- Provide some central administrative support to the English regions to support the delivery of their Regional Academies as and when needed
- Be the first point of contact and lead on the necessary attached administration for TASS, Sportsaid, Backing The Best
- Be an active member of the Home Nations Group and contribute accordingly to the strategic direction of GBR Talent Programmes
- Be the first (single) point of contact for the UK School Games, to attend all necessary meetings and lead on the associated communication and administration across all competing teams
- Maintain records of assets owned by the ENG Programme
- Provide operational support to the Elite Multisport Programme acting as the main point of contact for athlete queries and dealing with all operational and logistical tasks required to deliver Multisport training camps and Championship teams. This includes writing of selection policies, deciding budget allocation and dealing with long distance elite criteria and licences
- To occasionally attend Youth International Championships and Junior ETU Cups to provide logistical support
- Provide cover for other performance staff (especially the administration and logistics team) during holidays or events
- Provide ad hoc administrative support to Team England for the Commonwealth Games

SUCCESS CRITERIA MEASUREMENTS

- Effective support of the ENG programme demonstrated by the quality of camps and/or competitions and their delivery within budget
 - Catering, accommodation, logistics, comms with parents & athletes, safeguarding & athlete welfare
- 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 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 camps, competitions & technical weekends/kit
- Effective administration of the BYJSS (and other elite events) through the production of timely start lists and answering of queries, along with athlete and parent satisfaction (BYJSS)
- Smooth running of Performance Assessments and good levels of satisfaction from associated feedback
- Up to date qualifications and training for Clean Sport, safeguarding and welfare
- Strong positive relationships with TASS, Sport Aid, UK School Games, BTF Events team, Super League, Home Nations, all ENG training venues and suppliers
- Production of clear Selection Policies and other relevant criteria for Elite Multi-sport events and long distance professional licences
- Good athlete/staff feedback and satisfaction from supported Elite Multi-sport Championships

PERSON SPECIFICATION

PATHWAY COORDINATOR

RELEVANT SKILLS AND/OR APTITUDES

Essential

- Excellent communication skills - Communicates effectively, clearly and confidently in written, verbal and electronic forms
- 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 BTF child protection policy
- Commitment towards achieving excellence in triathlon within the framework of the British Triathlon's performance system

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

- Is 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

