



**Irish Triathlon Association Ltd.
Performance Director - application pack**

1 Introduction

1.1 Purpose of role

Triathlon Ireland are seeking to appoint a Performance Director (PD) to lead all aspects of our high performance programme up to and including the London Olympic Games. Responsibilities will include: developing a high performance plan; defining a performance pathway from talent identification to senior international success; coach identification, mentoring, and development. The PD will have overall responsibility for elite athlete programmes, competition preparation, reporting, and delivering results at International level.

1.2 Role Summary

Reports to: CEO and The Irish Triathlon Association Board.
Direct reports: All performance coaching staff, service providers.
Primary function: To lead the high performance programme.

1.3 Term of role

The role will be part time from the date of engagement until the end of 2010. From 2011 until after the 2012 Olympic Games, it is envisaged that the role will be full time.

1.4 Location and travel

Significant travel will be required with the role i.e. attendance at training camps, talent identification events, training for coaching staff and meetings with Triathlon Ireland, and any relevant sporting bodies both abroad and within Ireland (North and South). Permanent residency will not be a requirement up to the end of 2010.

1.5 Equal opportunities

Triathlon Ireland is fully committed to equality of opportunity in all areas of our operations. In accordance with the Employment Equality Act, 1988, we provide an environment of equal opportunity to people regardless of gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of a travelling community. Application for positions in Triathlon Ireland is open to all suitably qualified candidates, subject to educational and experience criterion relevant to the specific post being applied for. We aim for impartiality at all stages of the recruitment process: short listing, selection tests, and selection interviews. We will not make assumptions about the suitability of candidates based on any of the above factors not relevant to the requirements of the job.

2 Job description

The job description is stated in two parts:

Key outcome areas: details the key results that the post holder would be expected to achieve over the term of the role, including key performance indicators used to measure results.

Key responsibilities: a list of ongoing responsibilities for the role.

2.1 Key outcome areas

Outcome area	Key performance indicator
Performance planning - set realistic performance goals, provide regular monitoring of key targets. Take overall responsibility for performance squads, leading coaching staff to ensure quality of coaching delivery, and a world class performance culture.	Publication of a four year performance plan, and yearly performance targets.
Implement and maintain talent model (key performance parameters and standards), hold Island-wide talent identification events, educate wider sporting community on talent levels/profile for triathlon. Monitor and evaluate the impact of identification on down-stream performance.	Identify four junior athletes of exceptional talent per year; Benchmark model against current international performance and update yearly.
Design and monitor a junior talent development programme to take talented athletes to levels suitable for international competition, covering skills development, and other preparation suitable for this level.	One male, and one female athlete to graduate from talent ID to representing Ireland at Junior Championship level by end 2010. Two other athletes to represent Ireland at other Junior competition level by end 2010.
Elite athlete development - take responsibility for athlete preparation, race programmes, logistics, and competition support.	Two athletes in top 50 ITU world rankings by end 2010.
Carry out audit and requirements analysis of service providers. Develop contacts within Coaching Ireland, SINI, and private service providers. Take lead in evaluation and feedback to service providers. Outline long and short term service provision requirements.	Produce criteria for service providers and maintain a list of recognised providers.
Educate the wider sporting community on high performance triathlon.	Produce documents and presentations, delivering at suitable events, to convey the message and requirements of the qualities and talent levels for success in high performance triathlon
Resource and financial planning	Production of yearly resource requirements. Provide input into funding applications and reviews. Contribute to yearly budget production. Product monthly budget reports.
Performance coaching recruitment and development - to formulate requirements for coaching staff and lead recruitment. Formulate CPD, education programmes and appraisal process. ³	Develop two coaches from entry level to junior coach standard. Publish a high performance coaching skills pathway.

2.2 Key responsibilities

The post holder will be responsible for the following key areas:

2.2.1 Leadership

1. Overall accountability for the programme leadership including planning, budgeting, reporting, athlete funding applications, and stakeholder relations;
2. Creating a world class high performance culture, programmes, and systems among athletes, coaches, and other support stakeholders;
3. Lead, manage and develop coaching and other support staff;
4. To identify and lead support stakeholders in providing world class support services for our programmes;
5. Work with the high performance committee to set strategic direction and for the ongoing management of the programme;
6. To work with the selection committee to ensure that the best athletes are selected to represent Ireland in a fair and transparent process;

2.2.2 Coaching

1. To take overall responsibility for elite athlete programmes;
2. To oversee the talent identification strategy to find future potential for entry to our junior squads;
3. To set strategy and supervise coaching for the junior squads to ensure that we have a pipeline of quality athletes at all stages of development;
4. Assume overall responsibility for organisation of high performance training camps, including venue selection, selection of support stakeholders, coaching staff, and overall schedule;
5. To actively pursue ongoing self-education in strategic, and technical areas to keep Triathlon Ireland at the forefront of high performance coaching and performance;
6. Ensure that world class sports science services are incorporated and used to further the programme goals, and results.

3 Person specification

3.1 Essential

- A degree or equivalent third level qualification, or alternatively evidence of ongoing study whilst in employment. An commitment to ongoing development and education in the field of human performance should be evident;

- Five years full time employment in the last eight years in a performance coaching environment;
- Demonstrable experience of working with athletes, within a multi-disciplinary environment, managing progression through the athlete pipeline;
- A history of sustained success within a performance programme;
- Demonstrable experience of the standards in world class sport, and contacts with other world class coaches and service providers;
- An understanding of sports structures within the Island of Ireland;
- Understanding and ability to formulate policies, systems, and procedures to support and supplement a world class performance culture;
- Be highly motivated, passionate about advancing the standards and results our sport;
- Must be able to act on own initiative whilst following established policy;
- Good interpersonal, people management, and communication skills;
- Ability to use information technology to produce reports, communication, and generally carry out the functions of the role;
- Valid driving license.

3.2 Desirable

- Experience of developing athletes from junior level to high levels of achievement at world level, ideally in triathlon;
- Experience of presenting to a knowledgeable audience;
- Knowledge and contacts in Sports Science;
- Have coached athletes who have achieved medal winning performances over a sustained period at the highest levels of competition.