



Programme Executive – Part-Time

Based: Sport Ireland Campus/Hybrid

Reports To: Operations Manager

Contract: Permanent (subject to a probationary period)

Hours: Part-time (exact hours to be confirmed)

In A Nutshell

Triathlon Ireland is seeking a highly organised and motivated individual to join our team as a Programme Executive (Part-Time). This is a key role supporting the development and education of Technical Officials and contributing to the smooth operation of events nationwide. You will play a vital part in relationship-building across the triathlon community and be a key point of contact for officials, clubs, race organisers, and national stakeholders.

This role requires excellent administrative, organisational, and interpersonal skills and is ideal for someone who thrives in a dynamic, collaborative environment.

Key Responsibilities

- Lead the Triathlon Ireland Technical Official Programme.
- Act as the staff liaison for the Technical Committee (a subcommittee of the Board).
- Plan and coordinate the annual Technical Official Education calendar in collaboration with the Operations Manager and Events Team.
- Administer and maintain accurate records and databases related to Technical Official training and development.
- Manage booking and logistics for courses, venues, and facilitators.
- Support Technical Officials through the World Triathlon pathway, including booking and follow-up.
- Coordinate development opportunities for new officials (e.g., mentoring, shadowing).
- Process and monitor Technical Official expenses.
- Assist with the delivery of the “Race Organiser & Technical Official” CPD programme.
- Respond to queries from members, volunteers, and race organisers via phone and email.
- Investigate and respond to complaints in line with organisational policy, ensuring the highest standards of service.
- Support the Events Team as needed.
- Manage and follow disciplinary procedures in accordance with Triathlon Ireland policies.

Who You'll Work With

- Triathlon Ireland Development Officers and staff
- Technical Committee and Club Technical Officers
- Race Organisers and Event Safeguard Leads
- World Triathlon representatives

- Coaches, Children's Officers, Club Committees
- Sport Ireland Coaching and other sporting partners

Person Specification

Essential:

- A degree or third-level qualification, or proven workplace competency.
- Experience in an administrative role and working as part of a team.
- Strong interpersonal and communication skills.
- High level of organisation and attention to detail.
- Proficiency in Google Workspace (Docs, Sheets, Drive, etc.).
- Self-motivated with the ability to work independently.

Desirable:

- A sports-related degree or background.
- 2+ years' experience in sports administration or development.
- Experience working with clubs, coaches, volunteers, or technical officials.
- Familiarity with Sport Ireland or World Triathlon structures.
- Knowledge of the Irish sports landscape and triathlon community.

Why Join Us?

This is a fantastic opportunity to be part of a passionate, purpose-driven organisation that is shaping the future of triathlon in Ireland. You'll be working in a supportive environment that values innovation, collaboration, and continuous learning.

How to Apply

Before applying, take some time to explore our [website](#) and social media pages to get a real sense of who we are and what we're about.

If you believe you'd be a great fit for Triathlon Ireland, we'd love to hear from you.

What to Send:

- A cover letter telling us why you're interested in working with us, how you'd contribute to our culture, and how your skills and experience align with the role.
- Your CV

Please email both documents to hr@triathlonireland.com.

Important Dates:

Interviews will be conducted on a rolling basis. The application deadline is 5:00 PM, Monday 5th April.

Triathlon Ireland is proud to be an equal opportunities employer

We welcome applications from all individuals regardless of age, gender, race, religion, sexual orientation, or disability. We are committed to creating an inclusive environment for all employees.