**Regional Committee**

**Technical Officials Coordinator**

**Role Description**

The role of the Technical Officials Coordinator is to assist event organisers with allocating officials to their events and to support the development of officials within their region. The role will be at its busiest from January to August, when the majority of official allocations will take place.

As an integral part of the regional committee, this is a demanding role and is crucial in developing professional, consistent race officials who are confident in completing their role. You will support the regions Technical Officials, and promote the recruitment of new Technical Officials, to provide foundations for the growth of this valuable resource triathlon locally.

Help and support is available through other volunteers locally and nationally, alongside the paid staff of Triathlon England. A network of other Regional Technical Official Coordinators can help to guide anyone new into the role and provide ongoing support.

You will already be an experienced Technical Official and ideally be a qualified Regional Technical Official (RTO) or above, but anyone taking on the role will have a fantastic opportunity to increase their skills, develop themselves and help to grow our sport.

We encourage applications from a diverse range of people from all backgrounds and will work to support anyone with additional access requirements.

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| **Volunteer Role** | x Technical Officials Coordinator |
| **Main purpose of the role** | * To provide help, support, and guidance and to the regional Technical Officials.
* Allocating officials to events.
* Working with the Regional Manager(s) to identify suitable individuals to become race officials/progress.
* Reporting to the Regional Committee to provide updates on matters concerning Technical Officials.
* To act as a senior volunteer within the sport regionally
* To form part of the Regional Committee
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| **Key functions of the role** | * To allocate officials to events and liaise with event organisers based in the region, to ensure all events have Technical Officials present.
* To act as the bridge between Triathlon England’s Rules and Technical Committee and the regions Technical Officials.
* Sending all matters of interest to Triathlon England HQ or the Chair of the Triathlon England Events, Rules and Technical Committee.
* To represent the interests of the regions Technical Officials at Regional Committee meetings.
* Attend Regional Committee meetings, any relevant sub-committees, and any Triathlon England meetings as appropriate.
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| **Responsible to** | * Chair of the Regional Committee
* Members of the Regional Committee
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| **Support available** | * Regional Chair
* Triathlon England staff
* Rules and Technical Committee
* Regional Manager
* National Delivery Manager
* Head of Clubs and Regions
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| **Pre-requisites for the role** | * Must be a member of Triathlon England
* Must be resident in or a member of a club based in the region
* Be a qualified Regional Technical Official (RTO) or above – no formal qualifications required
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| **Competencies / Experience required for the role** | * Passionate about triathlon and developing and growing the sport
* Good financial planning and management skills
* Well-organised
* Able to provide clear reports and explain financial information
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| Commitment required in the role | * A minimum of four regional meetings annually, plus the AGM
* Possible attendance at regional sub-committees, if established
* Some time between meetings to prepare reports
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| Appointment and term of office  | * Elected by either an AGM or EGM
* Two-year term of office with eligibility to stand for re-election
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