

# Athletics Ireland seeks a Director of Competitions

## Summary of Role

The Director of Competitions will have overall responsibility for the competition management of the Association. The Director will report to the Chief Executive Officer. Athletics Ireland is the National Governing Body for the sport of athletics (track & field, cross country, road racing and race walking). In the last 10 years the organisation has moved to a professional structure and continues to progress objectives to become an internationally recognised world class organisation.

## The responsibilities of the Director will include:

### 1. Planning

- 1.1. Report regularly to the CEO and the Competition, Juvenile and Technical Committees on progress in implementing the strategic plan.
- 1.2. Prepare formal progress reviews as required.

### 2. Organisation and Management

- 2.1. Be an advocate for change and creativity and the development of a positive culture within the organisation.
- 2.2. To develop a competition structure that supports and enhances the execution of Athletics Ireland's vision.
- 2.3. Lead by example and ensure that all members of the team represent at all times the standards required to hold Athletics Ireland in the highest regard by all key stakeholders.
- 2.4. Set and review annual performance objectives for all relevant staff.
- 2.5. Ensure good staff morale through effective people management practices and behaviour.
- 2.6. Have strategic and direct management responsibility for the personal development programmes for relevant support staff.

### 3. Competition

- 3.1. Provide a world-class approach to identify, develop, and support officials to deliver on our vision.
- 3.2. Bring world-class technical education and development to our officials.
- 3.3. Recruit, direct and manage a competition and support team with the skills and experience necessary to ensure that competitions are delivered effectively.
- 3.4. Build upon an existing competition structure to ensure that it becomes sustainable and progressive and impacts positively on the sport.
- 3.5. Ensure the annual competition programme is planned and documented in advance.
- 3.6. Ensure that championships logistics support and facilitate optimal athlete performance.
- 3.7. Lead the communication strategies with all stakeholders.
- 3.8. Monitor and evaluate IT support systems for the administration of competition and membership.
- 3.9. To manage and support the administration of permits.

### 4. Budget

- 4.1. Prepare an annual budget, in conjunction with Director of Finance and CEO, and secure key stakeholder approval.
- 4.2. Ensure that activity stays within its approved budget.

5. Stakeholder Relationships

- 5.1. Ensure that effective relationships are developed and maintained with key stakeholders.
- 5.2. Work closely with Sport Ireland to maintain and enhance strong relationships that impact continued commitment to investment.
- 5.3. Develop strong effective relationships with Athletics Northern Ireland, EAA, IAAF, other key stakeholders and event partners, in recognition of the contribution of these bodies make towards the development of competition.

6. Schools

- 6.1. To manage and support the Schools Administrator in achieving the delivery of key strategic outcomes.
- 6.2. To manage and support The Daily Mile Ambassador and associated programme staff to achieve the programme goals.

7. Other Areas of Responsibility

- 7.1. Sponsorship management to ensure all relevant sponsors are serviced and supported in conjunction with the Director of Sales & Marketing.
- 7.2. To initiate and manage projects as required within the organisation.
- 7.3. To support the administration of the Congress/AGM as required.

*Note this job description is not meant to be exhaustive in nature and there may be additional items required of the role not specified above.*

**How to apply for this post.**

Selection shall be by means of a competition based on an interview conducted by Athletics Ireland. Applications must be sent by email with the subject line of: **[ATTN: Director of Competitions]**. When applying by email, please provide a letter of introduction detailing your skills and experience relevant to the role and your Curriculum Vitae outlining your skills and work experience not later than 5pm on **Friday the 19<sup>th</sup> of October 2018** to the Athletics Ireland Human Resources Manager to [kieronstout@athleticsireland.ie](mailto:kieronstout@athleticsireland.ie)