

Competitions Officer Job Description



Organisation Name	Athletics Ireland
Place of work	Unit 19, Northwood Court, Northwood Business Centre, Santry, Dublin 9
Department:	Competition Department
Position Title:	Competitions Officer
Reports to:	Director of Competitions
Role Overview:	An exciting opportunity exists to become part of the Athletics Ireland Competitions team to deliver National Competitions
Main Duties:	<ul style="list-style-type: none"> • Liaise with local organising committees and venue managers to ensure all required facilities and equipment is in place for all competitions • Liaise with other departments to ensure all statutory obligations are in place for competition. • Manage the creation and deconstruction of event sites where applicable. • Procurement of resources required for the delivery of competition • Ensure all necessary equipment is available at each competition • Production of competition administrative documents to ensure high standards are maintained throughout. • Build effective relationships with key stakeholders • Additional duties when required by the Director of Competitions
Desirable Skills/ Experience:	<ul style="list-style-type: none"> • Sport or event management Qualification or equivalent • 2 years' experience with a National Governing body or equivalent • Experience in a voluntary setting. • Excellent copy-writing and computer skills and good communicator. • Organised with strong time-management skills and ability to meet deadlines and manage own workload.
Desirable Attributes/ Personality Traits:	<ul style="list-style-type: none"> • Ability to work on own initiative as well as part of a team. • Ideally a fan of athletics. • Good interpersonal skills with an ability to work alongside key stakeholders including sponsors, media and volunteers. • Ability to work to tight deadlines and multi-task particularly in high pressured environment at championships and recreational events.
Hours of Work	Monday to Friday, 9 to 5.30pm (37.5 hours). Both evenings and weekend work is required but a TOIL system is in operation for out of hours work.
Payment	- Monthly
Access to Own Transport-	- Have own transport and clean licence as travelling to and from championships and Athletics Ireland's events is a necessity.
Remuneration and location	The package will include a salary commensurate with qualifications and experience. Position Tenure: 2 year fixed-term full-time contract. Position Location: Athletics Ireland Head Office at 19 Northwood Court, Santry, Dublin 9. Appointment will be made subject to satisfactory Garda Vetting and suitable reference checks.
How to submit an application	Applications including a cover letter and curriculum vitae should be sent by email for the attention of the Athletics Ireland Human Resources Manager to kieronstout@athleticsireland.ie The closing date for receipt of applications is 5pm on Friday the 4th of February 2022. Athletics Ireland is an Equal Opportunities Employer.