

## Athletics Ireland seeks a Competitions Officer.

Applications for the position of Competitions Officer are invited from suitably qualified persons.

<b>Location Address</b>	Athletics Ireland, 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9
<b>Department</b>	Competitions
<b>Placement Position Title</b>	Competitions officer
<b>Reports to:</b>	Director of Competitions
<b>Role Overview:</b>	Plan, Coordinate and deliver the equipment and administrative needs of National Competitions
<b>Main Duties:</b>	<ul style="list-style-type: none"> <li>• Procurement of venues, facilities, personnel, and equipment required to deliver National Championships</li> <li>• Liaise with local organising committees and venue managers to ensure all required facilities and equipment is in place for all competitions</li> <li>• Liaise with key stakeholders in maintain UpToDate register of all equipment owned and required by AAI</li> <li>• Liaise with other departments to ensure all statutory obligations are in place for competition.</li> <li>• Manage the creation and deconstruction of event sites where applicable</li> <li>• Ensure that any procurements are done so on time and within budget and implement the payment process in a timely manner for all purchases and payments received to the competition department</li> <li>• Monitor and respond to member queries in relation to competitions</li> <li>• Produce required competition documentation and ensure enough documentation is supplied for competitions.</li> <li>• Familiarisation with the Athletics Ireland results systems to prepare for competitions and amend results post event</li> </ul>
<b>Desirable Skills/ Experience:</b>	<p>A third level event management qualification or equivalent would be desirable</p> <p>Proficiency with Microsoft Office</p> <p>Excellent time management skills</p>
<b>Desirable Attributes/ Personality Traits:</b>	<p>Organised with strong time-management skills and ability to meet deadlines and manage own workload.</p> <p>Ability to work on own initiative as well as part of a team.</p> <p>Good interpersonal skills with an ability to work alongside key stakeholders including Athletics Ireland officials and Committees</p> <p>Experience of working in a sporting environment</p> <p>Experience in a voluntary setting</p> <p>Ability to work to tight deadlines and multi-task particularly in high pressured environment at championships and recreational events.</p>
<b>Hours of Work</b>	37.5 hours per week including on occasion unsocial hours, both weekends and evenings. A time off in lieu system operates for overtime worked.
<b>Access to Own Transport-</b>	Have own transport and a full clean licence

### 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: COMPETITION].

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 3<sup>rd</sup> of January 2020 to the Athletics Ireland Human Resources Manager at [kieronstout@athleticsireland.ie](mailto:kieronstout@athleticsireland.ie)