

Competitions Executive Role Specification

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| Organisation Name | Athletics Ireland |
| Place of work | Unit 19, Northwood Court, Northwood Business Centre, Santry, Dublin 9 |
| Department: | Competition Department |
| Position Title: | Competitions Executive |
| 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"> • Respond to general competition queries and update the public and members on key messages. • Production of competition administrative documents to ensure high standards are maintained throughout • Procurement of resources required for the delivery of competition • 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. • 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 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). TOIL system in operation for out of hours work. Be willing to work unsocial hours, both evenings and weekends. |
| 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 |

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| | <p>Closing date for applications is 5pm on Friday the 19th of November 2021. Athletics Ireland is an Equal Opportunities Employer.</p> |
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