

Job Opportunity: Athletics Ireland Seeks Participation Events Officer

Athletics Ireland is the National Governing Body for Athletics in Ireland. Athletics Ireland's Head Office is based at Northwood Court, Northwood Business Campus, Santry, Dublin 9. Athletics Ireland is a company limited by guarantee with approximately 37 employees. For further information, please see our website at www.athleticsireland.ie

Job Description

An exciting opportunity exists to become part of the Athletics Ireland participation team as Participation Events Officer reporting to the Participation Manager. Athletics Ireland owns, and event manages a portfolio of over 13 mass participation events and approximately 30 summer camps yearly. Athletics Ireland aspires to grow and develop our mass participation events portfolio and the Participation Events Officer will play a vital role in this. The Participation Events Officer will be key to supporting all aspects of mass participation events with particular reference to event delivery and the marketing and promotion of same.

The Role Responsibilities

Assisting the Participation Manager in the following areas:

- Supporting the planning and execution of events across the events portfolio
- Delivering mass participation events on time, within budget, that meet customer expectations
- Managing operational and administrative functions, including preparation of detailed event plans, to ensure events are delivered efficiently and effectively
- Travelling to onsite inspections and project management meetings
- Working with the events team in executing mass participation events including event set up, delivery and de-rigging
- Ensuring excellent customer service and quality delivery
- Managing supplier relationships
- Marketing and promoting events, including working with digital and direct marketing channels
- Working alongside the marketing team on a communications plan, in addition to targeted event specific campaigns including, copy and creative
- Developing, managing and reviewing the participant journey for each event to ensure participants have a great experience
- Support and assist with the delivery of Summer Camps
- Identifying new opportunities in the participation space with the Participation Manager

Competencies

- Organised with ability to meet deadlines and manage own workload.
- Ability to work on own initiative as well as part of a team
- Capable of reporting and tracking progress of key areas of responsibility
- Be flexible and adaptable in a changing communication environment

Essential Requirements

- Strong project management and leadership skills
- Enthusiastic
- Eager to Learn
- Ability to multitask/work on several projects simultaneously
- Prompt and dependable
- Flexible with regards hours, TOIL system in operation for additional hours worked
- Proficient with Microsoft Office Suite, especially Excel and Publisher
- Technology – Create signage and draw maps, project management
- Health & Safety - some qualification, ability to write Event Management Plans
- Innovation – improving events every year
- Sales – work with marketing on sales promotion, interpreting survey results
- Strong written and verbal communication skills
- Highly organised with strong attention to detail
- Willingness to go the extra mile
- Understanding the importance of delivering high level service
- Have own transport and a clean Irish licence as travelling to and from events is a necessity
- Be eligible to live and work in Ireland

Candidates with the following will have an advantage:

- Experience at working on mass participation running events or similar and summer camps
- Be available to work unsocial hours, both weekends and evenings

Education and Experience

- Relevant experience in a similar role.
- Qualifications (event management / strategic management), Degree educated.
- Excellent communication and administration skills.
- Excellent people skills.
- Well-developed networking skills.
- Attention to detail.
- Strong work ethic and ability to work in a dynamic environment.
- Flexible and adaptable attitude.
- Ability to work under pressure.
- Team player and ability to work on their own initiative.
- Strong project management and leadership skills
- Enthusiastic
- Eager to Learn

Candidates with the following will have an advantage:

- Experience at working on mass participation running events or similar and summer camps
- Be available to work unsocial hours, both weekends and evenings

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.
- Appointment will be made subject to satisfactory Garda Vetting and suitable reference checks.
- Athletics Ireland is an Equal Opportunities Employer

Hours of work

Monday to Friday, 9 to 5.30pm (37.5 hours). Both evenings and weekend work may be required but a Time Off in Lieu system is in operation for any out of hours and weekend work.

Our benefits include:

Paid Maternity, Paternity leave
Family friendly policies
Sick pay scheme
Education assistance
Employee Assistance Programme
Bike to work scheme

Remuneration and Location

Salary: Band 1, €28,489 (min) to €39,709 (max).
Position Tenure: Six months' probation, 2 year fixed-term full-time contract.
Position Location: Athletics Ireland Head Office at 19 Northwood Court, Santry, Dublin 9.

How to apply

Applications should be emailed to the Athletics Ireland Human Resources Manager: kieronstout@athleticsireland.ie with the subject line of: [ATTN: Participation Events Officer]

Please provide the following when submitting your application:

- Letter of introduction detailing skills and experience relevant to the selection criteria.
- Curriculum Vitae outlining your skills and work experience.

Deadline for receipt of applications: **5pm on Friday the 10th of March 2023**

Applicants should note that this job description is not exhaustive and is subject to change as required as appropriate.