

Athletics Ireland is seeking a Competitions Officer

Job Title: Competitions Officer

Department: Competitions

Reports To: Director of Competitions

Location: Athletics Ireland, 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9

Role Purpose

The Competitions Officer will support the planning, administration, coordination, and delivery of athletics competitions and events. The role involves working closely with athletes, clubs, officials, event organisers, and other stakeholders to ensure competitions are delivered efficiently and to a high standard.

The successful candidate will provide administrative support across a range of competition activities, including competition entries, event management systems, results administration, communications, and event operations.

Main Duties:

Competition Administration

- Assist in the planning and delivery of athletics competitions and championships.
- Coordinate competition entries and athlete registrations.
- Prepare event documentation, start lists, technical information, and reports.
- Support competition scheduling and event logistics.
- Maintain accurate competition records and databases.
- Provide administrative support to competition committees and working groups.

Event Delivery

- Assist with the operational delivery of competitions before, during, and after events.
- Liaise with clubs, officials, athletes, volunteers, and service providers.
- Support accreditation, declarations, check-in procedures, and event administration.
- Ensure competition procedures are implemented in accordance with governing body regulations.
- Assist in resolving operational issues during competitions.

Systems and Data Management

- Utilise competition management, entry, and results systems.
- Maintain accurate athlete, club, and competition data.
- Support the publication of competition information and results.
- Produce reports, statistics, and other data as required.

- Contribute to the ongoing development and improvement of competition processes and systems.

Communications

- Respond to enquiries from clubs, athletes, officials, and event organisers.
 - Prepare and distribute competition-related communications and updates.
 - Assist in maintaining competition information on websites and digital platforms.
 - Support stakeholder engagement and information sharing.
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Knowledge, Skills and Experience

Essential

- Excellent organisational and administrative skills.
- Strong IT skills, including proficiency in Microsoft Office.
- High level of accuracy and attention to detail.
- Strong written and verbal communication skills.
- Ability to manage multiple tasks and meet deadlines.
- Experience working with databases, online systems, or administrative platforms.
- Ability to work both independently and as part of a team.

Desirable

- Experience in sports administration or event management.
 - Knowledge of athletics competitions and competition structures.
 - Experience using competition entry, event management, or results systems.
 - Experience analysing and reporting data.
 - Understanding of GDPR and data management requirements.
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Personal Attributes

- Strong attention to detail.
- Proactive and solution-focused approach.
- Excellent interpersonal and customer service skills.
- Ability to work effectively under pressure.
- Flexible and adaptable, particularly during competition periods.
- Passion for sport and delivering high-quality events.

Hours of Work:

37.5 hours per week including on occasion unsocial hours, both weekends and evenings. A time off in lieu system operates for overtime worked.

Remuneration and Location

- The package will include a salary commensurate with qualifications and experience.
- Position Tenure: 2 year fixed-term full-time contract, six month probation period applies.
- 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.

Hours of work

Monday to Friday, 37.5 hours per week, 9am to 5.30pm.

Salary band: Band 1 (29,931 to 41,718 per annum).

Our benefits include:

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

How to Apply

Interested candidates are invited to submit by email a CV and cover letter outlining their suitability for the role to the Athletics Ireland Human Resources Manager kieronstout@athleticsireland.ie

Please include "Competitions Officer" in the subject line. The closing date for applications will be **Friday 9th of October at 5pm.**

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.