

JOB DESCRIPTION



JOB TITLE :	Event Operations Coordinator
DEPARTMENT :	Competition & Events
REPORTING TO :	Head of Event Operations
MANAGING OTHERS :	No

Type of contract :	Unfixed term contract CDI	Status :	Non cadre	Level :	Coordinator
Time :	Full time	Travel :	Occasional		

ABOUT WORLD ATHLETICS

World Athletics is the international governing body for the sport of athletics that includes track, field and road events. It includes 6 continental federations and 214 national federations, each a member of the WA.

World Athletics organises the leading athletics competitions worldwide including the World Athletics Series (WAS) of events and its flagship the biennial WA World Championships and administers One-Day Meeting circuits such as the World Indoor Tour and Diamond League and Road Race Label events.

World Athletics is based in Monaco, has a staff of over 90 representing 20 different nationalities. Lord Sebastian Coe was elected President in August 2015, reelected in 2019 and has since instigated a period of high-profile organisational transformation and modernisation as well as wide-spread reforms across the sport globally.

Our Vision:

“To use the power and accessibility of athletics and our athletes to create a healthier and fitter world”

Our Mission:

GROW:

Grow the sport of athletics and make it relevant in people’s lives and in the lives of their communities.

INSPIRE:

Create globally appealing and accessible competitions, events, and activities so our talented athletes can entertain and inspire the world.

LEAD:

Be the best example of a well-governed sports federation taking brave leadership decisions and valuing partnerships

The sport continues to undergo radical review which includes remaining relevant, revenue generation, rule reviews, relationships, rebranding, reengineering elements of the sport and reconnecting the world’s biggest sport movement, running, with the elite events that people love to watch. Needless to say, this is an exciting, stimulating and busy time to join World Athletics.

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GENERAL OVERVIEW OF THE POSITION

Responsible for the coordination of specific operational aspects of various WAS events and Olympic Games.

DESCRIPTION OF KEY RESPONSIBILITIES OF THE POSITION

- Project Management for assigned WAS Events: Planning & Coordination, Milestones, Budgets, Site Visits, Readiness Meetings, etc.
- Coordination of operations for all Groups attending WAS Events: Accommodation, Accreditation, Transport, Security, Venue Management, Volunteers, Hospitality, Ticketing, etc.
- Assist the bidding team providing data from past events
- Develop innovative solutions on all the operational aspects of a WAS Event
- Provide expertise as needed and support to other projects and areas as required

SKILLS & EXPERIENCE REQUIRED

- Experience of 2+ years in Event Organisation (Accommodation, Accreditation, Transport, Security, Venue Management, Volunteers, Hospitality, Ticketing, etc.)
- Experience of 2+ years in international major sport events
- Knowledge of Sport ecosystem
- Excellent project management skills (proven track record required)
- Excellent interpersonal skills

SOFT SKILLS & EXPECTED BEHAVIOUR

- Total integrity
- Strong communication and presentation skills
- Proactive approach to problem solving
- Attention to detail
- Effective time management, coping with multiple tasks and work to tight schedules
- Ability to work effectively under pressure, with a wide variety of people
- Capacity to maintain a positive attitude when working at events with long workdays
- Ability to analyse current work methods and propose better processes
- Flexibility and willingness to travel

LANGUAGES & IT

- Excellent verbal and written communication skills in English and preferably French
- Other languages considered an asset

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- Good knowledge of computer software (Microsoft Office: Excel, PowerPoint, etc.)

EDUCATIONAL BACKGROUND

- Degree in sports management or related degree

HOW TO APPLY

WA is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, ethnicity, disability, age, sexual orientation, gender identity, religion and belief.

To apply candidates should send the following in English emploi@worldathletics.org before 15th February 2021

- ☺ Letter of application highlighting your motivation for the post and relevant experience
- ☺ Up to date curriculum vitae
- ☺ Details of current remuneration
- ☺ Names and contact details for three referees (referees will not be contacted until final interview stage)