

Recreational Running Events Assistant

Job Description

An exciting opportunity exists to become part of the Athletics Ireland Recreation Events team as Recreational Running Events Assistant reporting to the Recreation Events Manager. Athletics Ireland own or event manage for other parties over 15 mass participation fun runs and approx. 30 summer camps.

Responsibilities

Assisting the Recreation Events Manager in the following areas:

- Delivering events on time, within budget, that meet customer expectations
- Communicating, maintaining and developing client relationships
- Managing supplier relationships
- Managing operational and administrative functions to ensure events are delivered efficiently
- Travelling to onsite inspections and project management meetings
- Creating and being responsible for project budgets
- Ensuring excellent customer service and quality delivery

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

Requirements

- Enthusiastic
- Eager to Learn
- Prompt and dependable
- Flexible with regards hours
- Strong understanding of Excel / Google Sheets
- 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

Candidates with the below will have an advantage:

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

Have own transport and clean licence as travelling to and from Athletics Ireland's events is a **necessity**.

Deadline for Application

Wednesday 24th January 2017 @ 5pm to Sliabh Wells (Recreational Running Manager)
sliabhwells@athleticsireland.ie