

## **Athletics Ireland Recreational Running Events Executive**

### **Job Description**

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

### **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 and sponsor 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
- Working with the events team to set up, deliver and de-rig events
- Coordinate and assist with the delivery of Athletics Ireland Summer Camps

### **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
- Ability to multi task/work on several projects simultaneously
- Prompt and dependable
- Flexible with regards hours
- Proficient with Microsoft Office Suite, especially Excel and Publisher
- 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 clean Irish licence as travelling to and from events is a necessity

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

### **How to apply**

Applications should be emailed to the Athletics Ireland HR Manager: [kieronstout@athleticsireland.ie](mailto:kieronstout@athleticsireland.ie) with the subject line of: [ATTN: Rec Running Executive]

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 16<sup>th</sup> of November 2018**