

Athletics Ireland Job Description for a Competitions Officer.

Athletics Ireland is the National Governing Body for Athletics in Ireland. Athletics Ireland's Head Office is based at 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9. Athletics Ireland is a company limited by guarantee with approximately 35 employees. For further information, please see our website at www.athleticsireland.ie

Summary of Role

An exciting opportunity exists to become part of the Athletics Ireland Competitions team helping to deliver National Athletics Competitions. This role will report to the Director of Competitions. Athletics Ireland is the National Governing Body for the sport of athletics (track & field, cross country, road racing and race walking). In recent years the organisation has moved to a professional structure and continues to progress objectives to become an internationally recognised world class organisation.

The responsibilities of the Competitions Officer will include:

- Assist with the planning and delivery of competition operations.
- Liaise with local organising committees and venue managers to ensure all required facilities and equipment is in place for all competitions
- Liaise with other departments to ensure all statutory obligations are in place for competition.
- Manage the creation and deconstruction of event sites.
- Procurement of resources required for the delivery of competition.
- Ensure all necessary equipment is available at each competition.
- Production of competition administrative documents to ensure high standards are maintained throughout.
- Build effective relationships with key stakeholders.
- Additional duties when required by the Director of Competitions.

Desirable skills/experience

- Degree level sport or event management qualification or equivalent.
- 2 years' experience with a National Governing body or equivalent.
- Experience of working in a voluntary setting.
- Excellent copywriting and computer skills and good communicator.
- Organised with strong time-management skills and ability to meet deadlines and manage own workload.

Desirable Attributes/ Personality Traits:

- Ability to work on own initiative as well as part of a team.
- Ideally a fan of athletics.
- Good interpersonal skills with an ability to work alongside key stakeholders including sponsors, media and volunteers.
- Ability to work to tight deadlines and multi-task particularly in high pressured environment at championships and recreational events.

Candidates must have own transport and hold a clean driving licence as travelling to and from championships and Athletics Ireland events is a necessity.

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.

Hours of work

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

Our benefits include:

Paid Maternity, Paternity leave
Family friendly policies
Birthday leave
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.

Appointment will be made subject to satisfactory Garda Vetting and suitable reference checks.

Applications including a cover letter and curriculum vitae should be sent by email for the attention of the Athletics Ireland Human Resources Manager to kieronstout@athleticsireland.ie Closing date for applications is 5pm on Friday the 16th of September 2022.

Athletics Ireland is an Equal Opportunities Employer.