



MEMBER FEDERATION RELATIONS MANAGER

| | |
|-------------------|--|
| Reports to | Member Federation Relations Senior Manager |
| Department | Governance, Member & International Relations |
| Location | Monaco |

| MAIN INTERNAL CONTACTS | EXTERNAL MAIN CONTACTS |
|---|---------------------------------------|
| Governance, Member & International Relations department team, Chief Executive Officer, Directors and Heads of departments, Development and Education team, Finance team regarding budget and grant related matters, Travel team, Legal & Business Affairs team. | Member Federations, Area Associations |

ABOUT IAAF

The International Association of Athletics Federations (IAAF), is the international governing body for the sport of athletics. It includes 6 continental Area Associations and 214 national Member Federations. The IAAF organises many major athletics competitions worldwide, including the World Athletics Series (WAS) and One Day Meetings, Diamond League and IAAF Road Race label events.

The IAAF's mission is to lead, govern and develop the sport of Athletics in all its forms worldwide uniting the Athletics family in a spirit of Excellence, Integrity and Solidarity. It is based in Monaco and has a staff of over 70 with 18 different nationalities represented.

Lord Sebastian Coe was elected as the IAAF President in 2015, and has since instigated a period of organisational reform and modernisation. Needless to say that this is an exciting and stimulating time to join IAAF!

GENERAL OVERVIEW OF THE POSITION

The Member Federation Relations Manager will support and report to the Member Federation Relations Senior Manager. The role is primarily focused on maintaining positive and productive relationships with the six continental Area Associations and the 214 Member Federations affiliated to the IAAF, ensuring that they are effectively and appropriately supported with guidance, services and grant funding. This includes acting as the first point of contact within the IAAF to Member Federations and Areas and facilitating communication with all IAAF departments as required.



MAIN ACTIVITIES

- Building effective relationships with Member Federations (MFs) to support a greater understanding of their individual priorities, needs and challenges, and tailoring support and guidance accordingly
- Supporting more regular and effective communication between the IAAF and the MFs and Areas, including facilitating the sharing of knowledge and best practice
- Liaising with relevant IAAF departments on any MF related issues and supporting any consultation/ communication with MFs as well as promotion of MF activities
- Developing and maintaining guidance and induction materials for MFs that sets out details of available IAAF services and support, as well as MF obligations
- Supporting the provision of information to Council on MF and Area related issues, including any policies and recommendations on decisions relating to MFs, Areas and membership
- Assisting in the management, monitoring, evaluation and distribution of grants (Administration, Competition and Athletics Olympic Dividend) to MFs and Areas, including analysis of reporting information to support development of future grant initiatives/ principles and maximise return on investment
- Managing the capture, collation and analysis of data through the MF Annual Report
- Tracking and reporting on key MF activities and adherence to IAAF membership obligations, including general assembly and constitutional updates, and producing summary reports from the data recorded as requested
- Advising and providing support as needed to MFs on any conflict resolution or institutional issues
- Supporting the preparation and delivery of the annual Area Associations' meeting
- Attending and presenting at meetings, Area or MF congresses and seminars, and events as required
- Preparing reports, briefing documents and producing meeting notes and minutes as required
- Supporting the Member Federation Relations Senior Manager in managing the Areas and MF grant budget
- Supporting the Member Federation Relations Administrator in maintaining the functionality and accuracy of the MF database
- Supporting the monitoring of compliance and progress, and as appropriate drafting update reports, on performance against key departmental objectives
- Undertaking any specific research or projects as required by the department Director.



A SUCCESSFUL CANDIDATE WILL HAVE

- Be a person of total integrity
- Be an effective communicator, adept at establishing and maintaining strong working relationships
- Have excellent written, oral and interpersonal skills
- Have experience in the workings of a multi-stakeholder environment, preferably in a global organisation
- Be diplomatic, culturally sensitive, and able to work in a political environment
- Be able to work effectively as part of a wider team
- Have a proactive service and solution oriented mind-set
- Have excellent organisation and planning skills with an ability to prioritise and deliver against timescales
- Be willing to travel internationally as required
- Have an interest and knowledge and understanding of international sport

REQUIREMENTS

- Degree or equivalent level qualification (law, sports management, administration, international relations, communication etc.)
- Previous experience of working in a sporting or international organisation
- High level and proven track record of relationship management
- Excellent written and oral communication skills
- Excellent English (written and oral) with ability in other languages, particularly French desirable
- IT literate with a working knowledge of Microsoft Office packages including Word, Excel, PowerPoint, and ideally also project management software

To apply, please send your CV and covering letter in English to emploi@iaaf.org before 12th February 2018.