

JOB TITLE :	Member Federations Relations Manager
DEPARTMENT :	International Relations & Development
REPORTING TO :	Member Federation Relations Senior Manager
MANAGING OTHERS :	No

Type of contract :	Unfixed term contract CDI	Status :	Cadre	Level :	Manager
Time :	Full time	Travel :	Occasional		

GENERAL OVERVIEW OF THE POSITION

The role is primarily focussed on maintaining positive and productive relationships with the six continental Area Associations and the 214 Member Federations ("MF") affiliated to WA, ensuring that they are effectively and appropriately supported with guidance, services and grant funding and are actively engaged and contributing to the growth and development of the sport. This includes acting as the first point of contact within WA to MFs and Areas and facilitating communication with all WA Departments as required.

DESCRIPTION OF KEY RESPONSIBILITIES OF THE POSITION

- Building effective relationships with MFs and Areas to support a greater understanding of their individual priorities, needs and challenges
- Identifying solutions to needs and challenges and providing tailored support and guidance as appropriate
- Implementing more regular and effective communication between WA and the MFs and Areas, including identifying and facilitating the sharing of knowledge and best practice
- Creating new programmes/initiatives and developing guidance to support MF engagement and capacity building e.g. leadership programmes, initiatives to promote and embed good governance principles, funding/ partnership support opportunities
- Supporting the management, monitoring and evaluation of grants to MFs and Areas, including analysis of reporting information and assessment of impact
- Supporting the implementation of the World Plan for Athletics 2022-30 and promoting and monitoring of MFs and Areas progress against the identified objectives and actions
- Analysing data collected through the MF Annual Report to identify global, regional, and national trends and priorities and propose appropriate solutions/ actions
- Liaising regularly with the Areas on their respective MF activities and being aware of and communicating relevant upcoming MF activities and policy developments
- Attending and presenting at meetings, Area or MF congresses, seminars and events as required
- Preparing reports and briefing documents on MF and Area activities
- Liaising with relevant WA Departments on any MF & Area issues and supporting any consultation/communication with MFs as well as promotion of MF activities

- Playing an active role in the International Relations & Development department and undertaking any specific research or projects as required by the department's Director.

SKILLS & EXPERIENCE REQUIRED

- Excellent written, oral communication and interpersonal skills
- Previous experience in the workings of a multi-stakeholder environment, preferably in a global organisation or with stakeholders from different backgrounds across cultural and national identities
- Previous experience of working in a sporting or international organisation
- High level and proven track record of relationship management
- Proven ability to think creatively, innovate and deliver
- Proven project management, organisation and planning skills with an ability to prioritise and deliver against timescales

SOFT SKILLS & EXPECTED BEHAVIOUR

- Be a person of total integrity
- Be an effective communicator, adept at establishing and maintaining strong working relationships
- Be diplomatic, culturally sensitive, and able to work in a political environment
- Be able to work effectively as part of a wider team and autonomously
- Have a proactive service and solution-oriented mindset
- Be willing to travel internationally as required
- Have an interest, knowledge and understanding of international sport

- Excellent English & French (written and oral) with ability in other languages preferred
- IT literate with a working knowledge of Microsoft Office packages including Word, Excel, PowerPoint, and ideally also project management software

EDUCATIONAL BACKGROUND

- University Degree (law, sports management, administration, international relations, communication etc.)

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 August 2022 ;

- 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)