

## JOB OFFER



<b>JOB TITLE :</b>	<b>Member Federation Relations Manager</b>
<b>DEPARTMENT :</b>	<b>International Relations &amp; Development</b>
<b>REPORTING TO :</b>	Member Federation Relations Senior Manager
<b>MANAGING OTHERS :</b>	No

### ABOUT WORLD ATHLETICS

World athletics – WA - is the international governing body for the sport of athletics that includes track, field and road events. It includes 6 continental federations and 214 national federations, each a member of the WA.

“WA organises the leading athletics competitions worldwide including the World Athletics Series (WAS) of events and its flagship the biennial WA World Championships and administers One-Day Meeting circuits such as the World Indoor Tour and Diamond League and Road Race Label events. Athletics is the no. 1 sport in the Olympic Games and its vision is to be a top 4 global sport by 2020. The mission of the WA 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.”

WA is based in Monaco, has a staff of over 90 representing 21 different nationalities. Lord Sebastian Coe was elected as the current WA President in August 2015, reelected in 2019 and has since instigated a period of high-profile organisational transformation and modernisation as well as wide-spread reforms across the sport globally.

Our vision : “To use the power and accessibility of athletics and our athletes to create a healthier and fitter world”

Our Values :

**GROW** : Grow the sport of athletics and make it relevant in people’s lives and in the lives of their communities.

**INSPIRE** : Create globally appealing and accessible competitions, events, and activities so our talented athletes can entertain and inspire the world.

**LEAD** : Be the best example of a well-governed sports federation taking brave leadership decisions and valuing partnerships

The sport continues to undergo radical review which includes remaining relevant, revenue generation, rule reviews, relationships, rebranding, reengineering elements of the sport and reconnecting the world’s biggest sport movement, running, with the elite events that people love to watch. Needless to say, this is an exciting, stimulating and busy time to join World Athletics.

### GENERAL OVERVIEW OF THE POSITION

The role is primarily focussed on developing and maintaining positive and productive relationships with the six continental Area Associations and the 214 Member Federations of World Athletics, ensuring that they are effectively engaged and informed, and appropriately supported with guidance, services and grant funding. This includes acting as a primary point



of contact within World Athletics to Member Federations and Area Associations and facilitating communication with all World Athletics departments as required.

#### DESCRIPTION OF KEY RESPONSIBILITIES OF THE POSITION

- 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 World Athletics and the MFs and Area Associations, including facilitating the sharing of knowledge and best practice
- Liaising with relevant World Athletics departments on any MF issues and supporting any consultation/communication with MFs
- Developing and delivering guidance and induction materials for MFs that sets out MF obligations and details of available World Athletics services and support
- Supporting the identification, and as appropriate development, of MF needs and priority topics with regards to education programmes and initiatives for the eLearning platform and MF Info Sessions
- Taking the lead in the management, monitoring, evaluation and distribution of financial assistance to MFs, 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 and MF 'Dashboard' system
- Tracking and reporting on key MF activities and adherence to World Athletics membership obligations, including general assembly and constitutional updates, and producing primary reports from the data recorded as requested
- Supporting the preparation and delivery of Area Associations' meetings
- Attending and presenting at meetings, Area Association 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.

#### SKILLS & EXPERIENCE REQUIRED

- Excellent written and oral communication and interpersonal skills
- Experience in the workings of a multi-stakeholder environment, preferably in a global organisation

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- Previous experience of working in a sporting or international organisation and understanding of the global sporting landscape
- High level and proven track record of relationship management
- Excellent organisational and planning skills with the ability to prioritise and deliver against timelines

### 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
- Have a proactive service and solution-oriented mindset
- Be willing to travel internationally as required
- Have an interest and knowledge and understanding of international sport

### LANGUAGES & IT

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

### EDUCATIONAL BACKGROUND

- Degree or equivalent level qualification (sports management, international relations, communications 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](mailto:emploi@worldathletics.org) before 30th September 2020 :

- ☉ 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)