

HEAD OF EVENT OPERATIONS

Reports to	Competitions & Events Director
Location	Monaco

GENERAL OVERVIEW OF POSITION

The International Association of Athletics Federations (IAAF) is the international governing body for the sport of athletics. The IAAF organizes many major athletics competitions worldwide, including World Athletics Series (WAS) and One Day Meetings.

The IAAF is looking to add to our event delivery team a Head of Event Operations with significant experience in delivering world class events. Working under the guidance and direction of the Competition and Events Director in Monaco, the successful candidate will manage the event coordination aspects of all WAS events and Olympic Games.

MAIN ACTIVITIES

- Supervise a team of Event Coordinators
- Collaborate with the IKM Manager in order to ensure complete understanding and cooperation from LOCs on information and knowledge sharing
- Be the primary liaison with Local Organising Committees (LOC) for the general event coordination and logistics
- Coordinate event logistics for IAAF WAS Events and Olympic Games including;
 - Organise and coordinate all site visits
 - Planning and execution of all event logistics (accommodation, accreditation, transportation, guest management, IAAF offices on site, etc.)
 - Coordinate with other IAAF departments to ensure a smooth and coordinated event delivery
- Ensure a regular and timely tracking and sharing of information by:
 - Monitoring milestones and key deliverables
 - Submitting regular reports and post-event reports as required
- Assist with budget development and work within set budgets
- Liaise with event partners (regional government, service providers, sponsors) and other key stakeholders)
- Recruit and manage suppliers (schedules, contracts, permits, etc.) as approved and required
- General administrative duties

A SUCCESSFUL CANDIDATE WILL HAVE

- Excellent communication and presentation skills
- Ability to lead and motivate teams
- Proactive approach to problem solving
- Well organised, efficient and flexible
- Ability to work efficiently under pressure, with a wide variety of people
- The ability to maintain a positive attitude when working on-site at events with long work days
- Flexibility to travel
- Ability to lead a team of volunteers
- Good negotiation skills
- Be able to cope with many tasks at once and work to tight schedules
- Ability to track key milestones and meet timelines

We expect excellence and integrity from every member of our staff. From you, as part of the IAAF Events and Competitions team, we also expect:

- Total integrity
- Strong sense of team work and team spirit
- Initiative and pro-activity

REQUIREMENTS

- Experience of 10+ years in Event Organisation
- Excellent English (written and conversational)
- Additional languages considered an asset
- Good knowledge of computer software (Microsoft Office, Smartsheet, Prezi, Keynote etc.) and ability to manage data

Application process:

To apply, please send your CV and short covering letter in English to the IAAF Competitions and Events Director, Paul Hardy paul.hardy@iaaf.org before 31 May 2017.