

JOB OFFER



JOB TITLE :	Assistant to Director, International Relations & Development
DEPARTMENT :	International Relations & Development
REPORTING TO :	Director, International Relations & Development
MANAGING OTHERS :	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 World Athletics Championships and administers one-day meeting circuits such as the World Indoor Tour, Diamond League, Continental Tour and Road Race Label events. 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 95 representing 26 different nationalities. Lord Sebastian Coe was elected as the current WA President in August 2015 and re-elected in 2019. He has instigated a period of high-profile organisational transformation and modernisation as well as wide-spread reforms across the sport globally. Needless to say, this is an exciting, stimulating and busy time to join World Athletics.

GENERAL OVERVIEW OF THE POSITION

This role consists in supporting the Director of International Relations (IR) & Development in her administrative day to day activities (diary, calendar, travels, etc), as well as on more project-based tasks (research and consultation) and providing support to the wider department as needed.

DESCRIPTION OF KEY RESPONSIBILITIES OF THE POSITION

- This role reports directly into the Director, IR & Development who will be responsible for setting annual goals
- Act as the point of contact between the Director of IR & Development and internal/ external contacts
- Develop and manage a contact programme with relevant stakeholders including Member Federations and Area Associations
- Maintain diary, arrange meetings and appointments, and provide reminders
- Manage phone calls and emails and handle requests and queries appropriately
- Make and manage travel arrangements for the Director
- Assist in responding to the Director’s correspondence received in French

** Internal **

- Support by reading and drafting letters and documents including preparation of briefing notes, case studies and reports
- Provide project-based support through researching and collecting and analysing information and summarising and presenting this in a succinct, user-friendly format. Examples of current department projects include the World Plan, Kids' Athletics, and People/Education Plan linked to the eLearning platform
- Highlight relevant upcoming activities and policy developments within the global athletics or international sporting landscape
- Provide administration support to WA Council, EB, commission and working groups meetings, as well as protocol for WAS events, as appropriate
- Prepare agendas for key meetings, record minutes and actions and create and circulate post-meeting reports
- Collate departmental information for monthly reporting
- Ensure proper follow up of the department's invoices and budget
- Maintain key information for the department and assist in logging and keeping up to date departmental event and activities calendars and grids
- Review team processes and procedures including effective team communication channels and filing systems
- Suggest more efficient ways to run the office and troubleshoot malfunctions
- Contribute to team effort by accomplishing related results as needed
- Schedule and organise team meetings and a year-end strategic brainstorming day
- Ensure all WA IT and management processes and systems are up and running across the department and the whole team
- Provide assistance as needed as per the Director request.

SKILLS & EXPERIENCE REQUIRED

- Approximately 2 years' experience of working in an international environment (preferably within sport)
- Experience in assisting a Director
- Proven track record of organisational and planning skills
- Proven experience in drafting and designing reports and presentations
- Experience in fast paced and multi-cultural environments

SOFT SKILLS & EXPECTED BEHAVIOUR

- Total integrity
- High sense of confidentiality
- Organisational skills
- Communication skills
- Proactive and solution-oriented mindset
- Reliable
- Team player
- Service-oriented

** Internal **

LANGUAGES & IT

- English and French, excellent written & spoken
- Microsoft Office, high proficiency

EDUCATIONAL BACKGROUND

- Degree (BSc, BA, BTS) minimum