

ROLE PROFILE

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| Job Title | Competition Delivery Assistant |
| Reporting to | Head of Competitions |
| Location | Primarily office-based at our headquarters; Cardiff International Sports Campus, Leckwith, Cardiff (CF11 8AZ) |
| Working Pattern | Full time (37 hours per week over 7 days); fixed term to 31 st August 2022. Flexible working patterns are available, and the role will involve regular working at evening/weekend events within the 37-hour week. |
| Role Purpose | To work with relevant stakeholders to support the delivery of effective and engaging competitions across Wales. |

Responsibilities

Event Delivery

- Acting as the event delivery lead for event-specific track & field competitions, work with the Competitions Department to ensure the successful delivery of competitions in Wales within the allocated budgets, including but not limited to:
 - Pre-event bookings, administration, communication and set-up;
 - General running of the event;
 - Post-event tasks, queries and breakdown.
- Work with the Communications Department to produce promotional materials, branding and communication plans for each Welsh Athletics competition.
- Provide support to external meeting organisers as delegated by the Head of Competition.
- Attend specific meetings related to Competition Delivery as appropriate.
- Act as the main point of contact for customer queries in relation to Welsh Athletics competitions.
- Assist in the set up and deliver of Championship events and provide support for the volunteer workforce at those events.
- Uphold the organisational values of Welsh Athletics and contribute to the working and welfare of the staff team.

Performance Logistics

- Work with the Programme Manager and finance team to ensure the robust management, control and distribution of international competition kit, including ordering, stock control, kit distribution and athlete receipt.

- As prescribed by the Programme Manager, support day-to-day administration requirements of the Performance department as required.
- Actively contribute to Welsh Athletics' commitment to Equality, Diversity and Inclusion in Athletics.

Person Specification

| Skills | Essential | Desirable |
|--|-----------|-----------|
| Good IT skills, including Microsoft Office, and comfortable engaging via social media | ✓ | |
| Excellent verbal & written communication skills | ✓ | |
| Excellent organisational and administrative skills | ✓ | |
| Ability to work steadily through busy periods across different events and projects, and confidence to identify important/urgent tasks and prioritise accordingly | ✓ | |
| Holds full driving license and ability to travel throughout Wales & the UK as necessary | ✓ | |
| Experience | | |
| Previous experience of working in delivering sporting events | | ✓ |
| Experience of managing volunteers | ✓ | |
| Experience of website management | | ✓ |
| Knowledge | | |
| Interest in and knowledge of Athletics in Wales | ✓ | |
| Knowledge of the logistical and technical requirements for Athletics competitions | | ✓ |
| Personal Traits | | |
| Self-motivated, proactive and able to work under own initiative | ✓ | |
| Committed to providing an exceptional service to all, colleagues and customers alike | ✓ | |
| Ability to enthuse and motivate others | ✓ | |
| Able to travel throughout Wales (and the UK as required) | ✓ | |
| Ability to work under pressure and to deadlines | ✓ | |
| Close attention to detail | ✓ | |
| Ability to speak, understand and write in Welsh | | ✓ |

Benefits Package

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|------------------------|--|
| Job Title | Competition Delivery Assistant |
| Salary | £19,000, pro-rata |
| Tenure | fixed term to 31 st August 2022 |
| Holiday | up to 8* days + Bank Holidays [*depending on start date]. |
| Hours | 37 hours per week |
| Other benefits; | Free onsite parking at our office locations (NIAC, CISC) Funded training & career development opportunities |
| Notice period | 1 month |

Want to join our team?

Please read the role profile carefully, particularly the essential education, skills & experience required to be successful before visiting our website to begin your application at:

- [Apply here: https://welshathletics.peoplehr.net/JobBoard](https://welshathletics.peoplehr.net/JobBoard)
- [To aid us in ensuring we are increasing the diversity of our sport, we'd be grateful if you also completed this Equality Monitoring form](#)

We reserve the right to close vacancies before the specified closing date, should a large number of applications be received. Please apply early to avoid disappointment.

We appoint using an open and transparent system based on current best practice and if you need any assistance in completing your application or require an alternative format, contact: Rob.sage@welshathletics.org 029 20 644870

Cardiff International Sports Stadium, Leckwith Road, Cardiff, CF11 8AZ

**LISTEN
ENGAGE
REPRESENT**



Please note:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The post applied for may be exempt from the Rehabilitation of Offenders Act and therefore the applicant has to disclose all spent convictions. Any posts involving contact with children or vulnerable adults are exempt.

We are committed to inclusion and embrace the spirit of all equalities legislation. Where possible we will always make reasonable adjustments for accessibility to anyone who requires it.

We are not able to offer visa sponsorship and all applicants must have the right to work in the UK to apply and be considered for this role. If you are a non-UK/EU National, you must have an appropriate working Visa to undertake employment.

Your personal data will be held for up to two years and used for Welsh Athletics recruitment purposes only, either alerting you to new vacancies or processed in accordance with a vacancy you later apply for.

We will never pass your details to third parties. To find out more about how we respect your privacy, please visit our web page 'Privacy, Cookies & Copyright'

- <http://www.welshathletics.org/privacy,-cookies,-copyright.aspx>

For more information about Welsh Athletics, visit our web site and the page 'About Us'

- <http://www.welshathletics.org/about-us.aspx>