

**LISTEN  
ENGAGE  
REPRESENT**  
**ROLE PROFILE**



<b>Job title</b>	Endurance Competitions Officer
<b>Reporting to</b>	Head of Competitions
<b>Location</b>	Home & Cardiff International Sports Campus, Leckwith
<b>Salary</b>	£22,500 - £27,000 (pro-rata) depending on experience
<b>Contract</b>	Permanent
<b>Working pattern</b>	37 hours p/w Flexible working patterns are available, and the role will involve regular working at evening / weekend events.
<b>Role purpose</b>	<p>To be the operational lead for off-track competition delivery. To liaise with the relevant committees and ensure a robust process is in place to deliver all off-track Championships, Internationals, and any other identified competition across Wales.</p> <p>To be responsible for licencing for all off-track disciplines.</p>
<b>Key interfaces</b>	Casual support staff, volunteers, officials, contractors, athletes

**Overall Purpose of the role:**

- To lead on the delivery of all Welsh Athletics off-track competitions, including Championships, Internationals and major events. To work with existing and new competition providers to ensure the off-track community in Wales has access to quality and safe events.
- To help create a sustainable competition programme that meets the needs of the customer, now and in the future.
- To help deliver against Welsh Athletics major events framework.
- To work with the relevant committees to ensure an open and transparent process is in place for the allocation of Championship and International events.
- To ensure that Welsh Athletics has a licencing process that is fit for purpose, ensuring that events are delivered safely and that competition providers feel supported.

## **Key Responsibilities:**

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### **Event Delivery**

- To be the operational lead for all off-track domestic competitions in Wales, including but not limited to Welsh cross-country Championships, the Cardiff Cross Challenge, Welsh Inter-regional Championships, National Road Relays, Welsh Schools cross country Championships.
- To attend specific committee meetings to review and consider the organisation and development of events. To act as the main point of communication between the relevant committees and the staff.
- To be responsible for the delivery and implementation of the Welsh Athletics off track competition programme.
- To attend each competition organising committee for all major off-track competitions being delivered by Welsh Athletics.
- To assist in the planning of a balanced fixture and competition programme throughout the year, liaising with all major competition providers (domestic and international).
- In conjunction with the relevant committee ensure the Welsh Championships are allocated in an open and transparent way, ensuring a clear quality assurance framework is in place at all times.
- Assist with the implementation, development and use of new technology, aimed at improving the customer experience at competitions.
- Oversee the booking and maintenance of relevant competition equipment
- Oversee and manage the systems relating to programme production, medals, facility bookings, officials clothing and other necessary event items.
- To support the delivery of any other event as delegated by the Head of Competition
- Working with the Head of Competitions, ensure that World Athletics and European Athletics licencing standards are achieved in order for key events to achieve the necessary global status
- To manage any relevant delegated competition budgets.

### **Training & Education**

- To create and implement a training and development plan for competition providers across Wales.
- In conjunction with the Officials and Volunteer Officer, support development of the endurance official's pathway, ensuring licencing standards are maintained

### **Licencing**

- To oversee the event licensing process for all off track events, including the maintaining and development of licensing systems.
- Act as point of contact between the relevant committee secretaries and the staff team.
- Work closely with communications department to promote key events to all key stakeholders.
- Attendance where necessary at events including Championships, International matches and other major events
- To uphold the organisational values of Welsh Athletics and to contribute to the working and welfare of the staff team

N.B. Employee work programmes will be driven by the Welsh Athletics operational plan. Performance will be measured against the delivery of this plan and the mutually-agreed key performance indicators set at the beginning of the review period.

## Person specification

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<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Excellent IT skills on a range of software including Microsoft Office and email	✓	
Excellent verbal & written communication skills	✓	
Excellent Organisational and administrative skills	✓	
Ability to multi-task and work flexibly across different events and projects	✓	
Engage with stakeholders and develop/maintain relationships		✓
<b>Experience</b>		
Experience of delivering sporting events	✓	
Experience of managing a diverse range of volunteers	✓	
Ability to enthuse and motivate others	✓	
<b>Knowledge</b>		
Some knowledge of existing licencing systems		✓
Knowledge of endurance disciplines within Athletics in Wales	✓	
Knowledge of event and project management practices	✓	
Experience of website management		✓
<b>Personal Traits</b>		
Ability to work under pressure and to deadlines	✓	
Close attention to detail	✓	
Self-motivated and able to work under own initiative whilst being part of a team	✓	
Ability to speak, understand and write in Welsh		✓
Able to travel throughout Wales (and the UK as required)	✓	

This role profile is not exhaustive. It is intended as an outline indication of the areas of activity and will be discussed with you and amended over time in light of the changing needs of the company.

**Benefits Package**

<b>Job title</b>	Endurance Competitions Officer
<b>Salary</b>	£ 22,500 - £27,000 (pro-rata) depending on experience
<b>Tenure</b>	Permanent
<b>Holiday</b>	25 paid days leave plus 8 days paid for bank holidays
<b>Hours</b>	37 hours p/w
<b>Other benefits</b>	Company Pension Plan (employer matching up to 6%) Free onsite parking at our office locations (NIAC, CISC) Funded training & career development opportunities
<b>Notice period</b>	3 months

**Want to join our team?**

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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>
- 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, Welsh Athletics**

Rob.sage@welshathletics.org 029 20 644870

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

**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>