

ROLE PROFILE – Endurance Competition Coordinator

Job title	Endurance Competition Coordinator
Reporting to	Competition & Licensing Manager
Location	Primarily office based at our headquarters: Cardiff International Sports Campus, Leckwith, Cardiff (CF11 8AZ). Home Based/field based opportunities available
Working pattern	Full time (37 hours over 7 days) Flexible working patterns including home working are available, and the role will involve working on some evenings and weekends to support our calendar of events.
Responsibilities	To lead on the delivery and coordination of all off track Championships and International competitions.
Role purpose	To be responsible for the delivery of all off-track endurance Championship events, along with other key events and Internationals, including the Cardiff Cross Challenge, the Home Nations 5k and events such as SIAB and the British Mountain Running International. To also undertake the processing of race licenses for endurance events and supporting external competition providers from time to time. As directed by the Competitions and Licensing Manager, be available to support any additional events throughout the year, including all Welsh Athletics track and field Championships & Events.
Key interfaces	All staff across the competitions department and external stakeholders, such as officials and committee members. External track and field providers, Welsh Schools Athletics.
Salary	£26,000-£28,000 p/a
Benefits	10% hours back per week for wellbeing. Time in lieu when working over hours. Access to mental health support. Extensive kit package. Access to personalised CPD opportunities Generous salary sacrifice pension scheme, matched up to 6% by employer Free eye tests Free parking at head office Flexible working

Endurance Competition Coordinator



25 days paid holiday, not inc bank holidays

Role Purpose

Welsh Athletics want to recruit an individual who has a passion for delivering world class events. The role will involve being the event lead on the Welsh Athletics endurance Championship events – ensuring that everyone involved has the best possible experience.

We are looking for someone who has a passion for creating an innovative and engaging endurance competition offering for the membership of Welsh Athletics. The role will involve working across departments to ensure the competition offering is fully aligned to the overall strategic objectives of Welsh Athletics.

The role will be tasked with being the main delivery lead for key competitions – ensuring that all aspects are in place to deliver the best possible experience for athletes, officials, spectators and volunteers.

This person must be highly organised, and be able to manage multiple projects at the same time whilst fostering a culture of creativity and innovation at all times.

Key Responsibilities

Event Delivery

- To be the operational lead for all 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, Welsh Schools Inter-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 Welsh Athletics.
- To be responsible for the delivery and implementation of the Welsh Athletics off track competition programme.
- In conjunction with the Competition & Licensing Manager, to oversee the off-track fixture setting process.
- In conjunction with the Competition & Licensing Manager ensure all events are delivered to the pre-determined budget.
- In conjunction with colleagues from UKA and the Home Countries, assist in the planning of a balanced fixture and competition programme throughout the year, liaising with all major competition providers (domestic and international).

Endurance Competition Coordinator



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- 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.
- Oversee the implementation, development and use of new technology, aimed at improving the customer experience at competitions.
- Oversee and manage the systems relating to event production, medals, facility bookings, officials clothing and other necessary event items.
- Where required, work with the Competition and Licensing Manager to ensure World Athletics and European Athletics licensing standards are achieved to ensure the necessary global status.

Licensing

- To oversee the processing of event licensing via the online licensing portal.
- In conjunction with the Competitions and Licensing Manager, support competition providers where possible on licensing queries.
- Work closely with communications department to promote key events to all key stakeholders.

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:

	Essential	Desirable
Experience of delivering sporting event	✓	
Experience of managing volunteers	✓	
Experience of presenting information to a wide range of audiences / partners	✓	
Knowledge of event and project management practices		✓
Self-motivated and able to work under own initiative	✓	
A team player with the willingness to lead	✓	
Ability to multi-task and work flexibly across different events and projects	✓	
Ability to enthuse and motivate others	✓	
Experience of all athletics disciplines (specifically endurance disciplines)	✓	
Able to travel throughout Wales (and the UK as required)	✓	
Excellent IT skills on a range of software	✓	

Endurance Competition Coordinator



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Some knowledge of existing licencing and entry IT systems		✓
Excellent Organisational and administrative skills	✓	
Experience of website management		✓
Ability to work under pressure and to deadlines	✓	
Close attention to detail		✓
Excellent communication skills	✓	