

ROLE PROFILE – Track & Field Competition Coordinator

Job title	Track & Field Competition Coordinator
Reporting to	Competition & Licensing Manager
Location	Primarily office based at our headquarters: Cardiff International Sports Campus, Leckwith, Cardiff (CF11 8AZ)
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 track and field competitions across Wales.
Role purpose	To be responsible for the delivery of Welsh Athletics delivered track and field events, including (but not exclusively), Welsh Indoor and Outdoor Championships (Senior and Junior), Welsh Schools Championships, Welsh School Cup & Plate, Event specific competitions. To also coordinate the track and field fixture calendar. As directed by the Competitions and Licensing Manager, be available to support any additional events throughout the year, including all Welsh Athletics off-track 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
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 the office Flexible working

Track & Field Competition Coordinator



WELSH ATHLETICS
ATHLETAU CYMRU

25 days paid holiday, not inc bank holidays

Role Purpose

We are looking for someone who has a passion for creating an innovative and engaging track and field 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.

Welsh Athletics is looking for a highly organised and creative individual who has a passion for events and for sport.

The role will involve exploring new and innovative ways of delivering competitions, working with new and existing competition providers to create a sustainable offering.

The Track and Field Competition Coordinator must have excellent communication skills and be able to manage multiple projects at once, ensuring that every stakeholder is fully aware of their responsibilities and working collectively to ensure the success of a given event.

Key responsibilities

Event Delivery

- To be the event delivery lead on all key Track and Field Competitions across Wales (to include but not exclusively – Welsh Senior Championships Indoor & Outdoor, Welsh Junior Championships Indoor & Outdoor, Welsh Schools Championships).
- To oversee the delivery of all associated events supported by Welsh Athletics – to include Junior Indoor Open Meetings, Welsh School Cup & Plate, Event Specific competitions.
- To work with Track and Field competition providers across Wales to ensure the best possible experience for athletes, officials and volunteers at all times.
- To work with facility operators to ensure competition venues are compliant with licensing requirements.
- To manage all event day teams, ensuring that all work programmes are clear at all times
- 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.
- In conjunction with the Competition & Licensing Manager, be responsible for the delivery and implementation of the annual Welsh Athletics competition programme.
- To establish an organising committee for key Track & Field events to ensure all relevant stakeholders are involved with the key decisions
- To Chair each competition organising committee for all major competitions being delivered by Welsh Athletics.
- In conjunction with the Competition & Licensing Manager support the planning of a balanced fixture and competition programme throughout the year, liaising with all major competition providers (domestic and international). Ensuring the programme is aligned to the athlete pathway and competition strategy.

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- Oversee and manage the systems relating to programme production, medals ordering, facility bookings, officials clothing and other necessary event items.
- To support the creation of new innovative competition formats across all disciplines.
- To ensure that all Welsh Athletics events drive inclusivity at all times

Licencing

- To ensure that all events being delivered by Welsh Athletics meet the required licencing standard, including World Athletics label events
- To process all licencing requirements for Track & Field.
- Work closely with communications department to promote key events to all key stakeholders.
- To uphold the organisational values of Welsh Athletics and to contribute to the working and welfare of the staff team

Person Specification

This job description describes the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule.

	Essential	Desirable
Experience of delivering sporting event	X	
Experience of managing volunteers	X	
Experience of presenting information to a wide range of audiences / partners	X	
Knowledge of event and project management practices	X	
Self-motivated and able to work under own initiative	X	
A team player with the willingness to lead	X	
Ability to multi-task and work flexibly across different events and projects	X	
Ability to enthuse and motivate others	X	
Experience of all athletics disciplines	X	
Able to travel throughout Wales (and the UK as required)	X	
Excellent IT skills on a range of software	X	
Some knowledge of existing licencing and entry IT systems		X
Excellent Organisational and administrative skills	X	
Experience of website management	X	
Ability to work under pressure and to deadlines	X	
Close attention to detail		X
Excellent communication skills	X	