



JOB ADVERT - Member Federations Relations Senior Manager

World Athletics is looking for a highly motivated, experienced **Member Federations Relations Senior Manager** to lead a busy and talented team responsible for building relationships with our Member Federations and Areas to ensure that they are effectively supported with guidance, services and grant funding and are actively engaged and contributing to the delivery of the World Plan and growth and development of athletics.

The role is based at World Athletics' Head Quarters in Monaco, reporting to the International Relations & Development Director.

About World Athletics

More people around the world participate in athletics than any other sport on the planet.

World Athletics is the international governing body for the sport of athletics that includes track, field and road events. It includes six continental federations and 214 national federations, each a member of World Athletics.

World Athletics organises leading athletics competitions worldwide including a number of World Athletics Series (WAS) events and our flagship biennial World Athletics Championships. It also administers one-day meeting circuits such as the World Indoor Tour, Continental Tour, Wanda Diamond League and Road Race Label events.

World Athletics is based in **Monaco**, has a staff of 97 representing 26 different nationalities. Lord Sebastian Coe was elected World Athletics 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.

World Athletics' vision is "**to use the power and accessibility of athletics and our athletes to create a healthier and fitter world**", which gives a true purpose to all people working in the Association. We also aim at developing the whole sport – from playground and parks to Olympic Podiums.

Description of key responsibilities of the position

- Developing and implementing a strategy to support Member Federation (MF) engagement and capacity building (e.g. creating and delivering new programmes and developing guidance to promote good governance principles, identifying funding/ partnership support opportunities, supporting strategic planning etc)
- Building effective relationships with MFs and Areas to support a greater understanding of individual priorities, needs and challenges and responding as appropriate by identifying solutions and providing tailored support
- Overseeing the administration, monitoring & evaluation of the MF and Area grants programme including the analysis and reporting of impact and determining the strategy for future grant cycles
- Overseeing the MF & Area annual reporting process and use of data to identify trends and priorities and propose appropriate solutions/ actions
- Advising and reporting on the status of MFs to Council (as applicable) and any proposed policies and decisions relating to MF and membership and compliance issues
- Supporting the implementation of the World Plan for Athletics 2022-30 and promoting and monitoring MFs and Areas progress against the identified objectives and actions

- Leading and developing a high performing MF Relations team.

Skills and experience required

- Excellent written, oral communication and interpersonal skills
- Previous experience in the workings of a multi-stakeholder environment, preferably in a global sporting organisation or with stakeholders from different backgrounds across cultural and national identities (minimum 5 years)
- High level and proven track record of relationship management
- Proven experience in strategic planning and grants management
- Proven leader with experience in managing and reporting
- Proven ability to think creatively, innovate and deliver
- Proven organisation and planning skills with an ability to prioritise and deliver against timescales
- Excellent English & French (written and oral) with ability in other languages preferred
- IT literate with a working knowledge of Microsoft Office packages including Word, Excel, PowerPoint, and ideally also project management software

What we offer

- Comprehensive package, including medical, life insurance and income protection
- A talented team of passionate individuals who love what they do
- The option to work from home for one day a week
- Development opportunities
- Casual and inclusive atmosphere with people of diverse backgrounds, lifestyles, and nationalities
- Wellbeing and teambuilding initiatives and activities throughout the year (travel, ski, etc.)
- Exceptional work and living environment in Monaco: sea and mountains on the doorstep, 300 days of sun per year and a safe and secure community.

How to apply

World Athletics is an equal opportunity employer and strongly encourages applications from suitably qualified and eligible candidates regardless of gender, ethnicity, disability, age, sexual orientation, gender identity, religion or belief.

To apply candidates should send the following in English to emploi@worldathletics.org before **14 May 2023**.

- Letter of application highlighting your interest in the post and your relevant experience
- Up to date curriculum vitae
- Details of current remuneration
- Names and contact details for three referees (referees will not be contacted until final interview stage)