



JOB ADVERT - Governance Senior Manager

If you have an understanding and knowledge of effective governance and experience of working in an international organisation. If you are known for your project management abilities and drafting skills in English and French. Come and join World Athletics' International Relations & Development team and contribute to shaping the future of the most participated sport on the planet and the number one Olympic sport.

World Athletics is seeking a **Governance Senior Manager** for its Headquarters in Monaco. The successful candidate will be reporting directly to the International Relations & Development Director.

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.

The role is primarily responsible for the efficient and effective operation of our decision-making bodies, which includes the preparation and management of documentation related to the meetings of institutional bodies, principally the Congress and Executive Board, the circulation of institutional information aligned to the Constitution and applicable Rules, and the strategic coordination of the work of the various Panels, Working Groups and Commissions, including leading the work of the Governance Commission.

The key responsibilities of the position are:

- The management and drafting of documentation related to the meetings of institutional bodies (principally the Congress and Executive Board but also the Council as needed). This includes all documents needed to prepare the meetings (e.g. agendas, running orders, briefs, supporting documentations etc.) but also all documentation resulting from the decisions made during the meeting (e.g. minutes, circulars, appointment letters, rules update, etc).
- The strategic coordination of all Commissions, Committees, Panel and Working Groups. This includes attending meetings, ensuring strategic alignment and collaboration across all governance bodies and that all reports are produced in time and contain robust rationale and supporting information to inform decision-making.
- General governance support. This includes developing and documenting governance related processes and procedures, including good practice governance guidance and templates, and managing the overall governance plan.

Experience and skills we are looking for:

- Demonstrable project management experience (minimum 5 years)
- Previous experience working in an international organisation (either a sporting, an international governmental, or non-governmental organisation) (minimum 5 years)
- Previous governance experience
- High level and proven experience in producing quality written outputs, including minutes, reports and briefing documents
- Excellent organisational, time management and planning skills
- Excellent written, oral and interpersonal skills
- Excellent English and French, written and oral, other languages also beneficial
- Interest and some knowledge and understanding of international sport

- Integrity, confidentiality
- Team spirit and ability to build strong working relationships
- Diplomacy, cultural sensitivity and ability to work in a political environment
- Proactivity, analytical and critical mindset, always looking for better way of doing, or organising
- Rigour and attention to detail, including an ability to ensure consistency of approach and information across groups and communications
- IT literacy with advanced knowledge of MS Office packages including Word, Excel and PowerPoint

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

To apply candidates should send the following in English to emploi@worldathletics.org before 24 March 2023:

- Letter of application highlighting your motivation for the post and 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)