



MEMBER FEDERATIONS COORDINATOR

If you have strong interpersonal and communication skills for liaising with stakeholders at all levels, thrive in international and multicultural environment, and have a passion for sports, this is the perfect opportunity for you. World Athletics is looking for a **Member Federations Coordinator**.

In this role, you'll be at the forefront of administrative excellence and the key liaison for the Member Federations team, ensuring the smooth processing of Member Federation and Area grant programs. Your proactive coordination skills will play a pivotal role in driving the success of our initiatives.

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. World Athletics organises leading athletics competitions worldwide. World Athletics is based in Monaco, has a staff of over 90 representing 31 different nationalities.

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. They also aim at developing the whole sport – from playground and parks to Olympic podiums.

Your main responsibilities:

DATA AND SYSTEMS MANAGEMENT 35%

- Managing and maintaining the Grants Hub online platform to support the Member Federations team with grants administration and management.
- Collecting, organising and sharing relevant qualitative and quantitative grant-making data.
- Supporting the Member Federations team to improve and implement appropriate databases/ data systems and processes.
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ADMINISTRATION AND TEAM COORDINATION 50%

- Act as the first point of contact for all general queries from Member Federations (MFs) and Area Associations received via telephone and email, managing email inboxes for grants programmes, and providing guidance and support as applicable.
- Supporting day-to-day correspondence with MFs and Area Associations, including application processes, grant agreements, project progress reporting and invitations to meetings/events.
- Coordinating grants post-award process and paperwork, including grant agreement distribution and sign-off process, analysis and follow up of grant reports, and proceeding grant payments.
- Assisting in the review and consolidation of Annual Reports data.
- Undertaking a wide range of administrative tasks, including the preparation of correspondence, presentations and reports as necessary.

GRANTS ASSESSMENT & MANAGEMENT SUPPORT 15%

- Undertaking initial checks on MFs and project applications, assessing their eligibility to receive funding.
- Conducting initial reviews of project progress reports to identify risks, opportunities, learning and impact.
- Managing a small portfolio of individual grants including overseeing progress, payment claims and delivery of outcomes.



Your skills and experience:

- A multi-skilled individual with interest and understanding of the international sports sector, capable of adapting to different environments and priorities quickly and efficiently.
- Excellent sense of planning and organisational skills.
- Analytical thinker with strong interest in data and analysis, and drive to explore improved methods of operation, planning and ways of working with data.
- Excellent verbal and written communication skills
- Ability to take initiative, work independently and take ownership of the key responsibilities of this role.
- 3+ years of experience in a similar role.
- English & French (written and spoken) with ability in other languages. Spanish, Russian or Arabic are particularly desirable.
- IT literate with advanced knowledge of MS Office packages (including Word, Excel and PowerPoint). Experience using grantmaking software is desirable.

What we offer :

- Comprehensive package, including medical
- 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 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 emploi@worldathletics.org before 09/02/2024:

- 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)