



## **Events Manager**

<b>JOB TITLE</b>	Events Manager
<b>ACCOUNTABLE TO</b>	Head of Events Department
<b>JOB PURPOSE</b>	To develop and manage the ISAF World Sailing Championships, ISAF Youth Sailing World Championships, and support the ISAF Emerging Nations Programme, Regional Games and the work of the Events Department
<b>APPLICATION DEADLINE</b>	17 August 2015
<b>INTERVIEWS</b>	Early September
<b>ROLE COMMENCEMENT</b>	October 2015 or as soon as possible
<b>SALARY</b>	Available on application
<b>HOW TO APPLY</b>	<p>A covering letter and full CV (with continuous employment history) should be sent to <a href="mailto:hr@isaf.com">hr@isaf.com</a> or by post to the Head of the Events Department at:</p> <p>International Sailing Federation Ariadne House Town Quay Southampton SO14 2AQ United Kingdom</p>

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## **CANDIDATE PROFILE**

### **Required**

- Experience of event management at international sailing events.
- Exceptional communication and interpersonal skills.
- Good knowledge of event management, ISAF rules and regulations.
- Available to spend periods of time at events and meetings around the world.
- Sound judgement and common sense in high pressure situations.
- Ability to manage both professionals and volunteers to achieve success.
- Capacity to interact with people from different countries and cultures.
- High level of personal presentation, preparation and organisation.

### **Desirable**

- Knowledge of sailing regatta management and organisation
- Experience of sail racing
- Ability to speak another language (French or Spanish) in addition to English

## **KEY ACCOUNTABILITIES**

### **Specific Roles for ISAF Events Manager**

- Promote and develop the ISAF World Sailing Championship and ISAF Youth Sailing World Championships, including managing the bid process, undertaking site visits and inspections, administering the qualification system and supervising all preparations for the Championships.
- Act as the ISAF Technical Delegate for the ISAF World Sailing Championships and the ISAF Youth Sailing World Championships.
- Support the work and development of ISAF Emerging Nations Programme and working closely with the ISAF Training and Development Department to deliver the programme at ISAF Events.
- Develop relationships with Regional Games event organisers and promote ISAF policies and guidelines.
- Work with a range of ISAF Committees including the Regional Games Committee, Windsurfing & Kiteboarding Committee and the Youth World Championship Sub-committee.

### **Other Events Department Roles**

- Support the work of the ISAF Events Department and any other ISAF Committees or Commissions.
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