



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	ISAF Sailing World Cup Manager
<b>ACCOUNTABLE TO:</b>	Head of Competitions Department
<b>JOB PURPOSE:</b>	Develop and manage the ISAF Sailing World Cup (ISAF SWC) and occasionally support the work of the Competitions Department.
<b>APPLICATION DEADLINE:</b>	15 June 2012
<b>INTERVIEWS:</b>	June / July 2012
<b>ROLE COMMENCEMENT:</b>	July 2012 or as soon as possible.
<b>SALARY:</b>	To be confirmed.
<b>CONTACT EMAIL FOR CV AND COVERING LETTER:</b>	<a href="mailto:hr@isaf.co.uk">hr@isaf.co.uk</a> - If postal address / fax number required please see bottom of page 2 for full contact details.

## **ACCOUNTABILITIES:**

### **Specific Roles for the ISAF SWC**

- Work with the event organisers to manage the ISAF SWC.
- Create with external partners a marketing and branding plan for the ISAF SWC and ensure its continuous application.
- Create with external partners sponsorship packages consistently with the above marketing and branding plan to secure investment for the ISAF SWC.
- Secure and manage contracts to deliver services to the ISAF SWC – TV, tracking, photography, hospitality, etc.
- Act as the ISAF Technical Delegate at the events.
- Produce the Notice of Race and Sailing Instructions.
- Develop policies for the ISAF SWC consistent with ISAF Regulations and best practices and issue the ISAF SWC manuals (race management, on shore organization, branding, marketing, video production, tracking, etc.).

### **Other Competition Department Roles**

- Occasionally support the work of the Competitions Department, ISAF Committees and Commissions.

**Candidate Profile:****Required:**

- Experience of event management at international sailing events.
- Exceptional communication and interpersonal skills.
- Detailed knowledge of event management, ISAF rules and regulations.
- Ability to negotiate contracts.
- Available to spend extended periods of time at events 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.

**Desired:**

- Ability to speak another language (French / Spanish) in addition to English

International Sailing Federation  
Ariadne House  
Town Quay  
Southampton  
Hampshire SO14 2AQ  
UK

**Tel** +44 (0)23 80 635111  
**Fax** +44 (0)23 80 635789

[www.sailing.org](http://www.sailing.org)