

JOB DESCRIPTION

Job/Role Title:	EVENTS MANAGER
Reporting to:	HEAD OF SAILING COMPETITIONS
Location:	WORLD SAILING OFFICE, LONDON (with travel requirements)
Key Dates:	APPLICATION DEADLINE: 12 JUNE INTERVIEWS: FROM WEEK COMMENCING 19 JUNE START DATE: 4 SEPTEMBER

Background

World Sailing is the world governing body for the sport of sailing, officially recognised by the International Olympic Committee (IOC).

World Sailing is responsible for:

- the promotion of the sport internationally;
- managing sailing at the Olympic and Paralympic Games;
- developing the Racing Rules of Sailing and regulations for all sailing competitions;
- the training of judges, umpires and other administrators;
- the development of the sport around the world; and
- representing the sailors in all matters concerning the sport.

The principle members of World Sailing are the 145 'Member National Authorities' (MNAs) and the 100+ 'Class Associations'.

We have a clear and ambitious vision:

A world in which millions more people fall in love with sailing; inspired by the unique relationship between sport, technology and the forces of nature, we all work to protect the waters of the world.

Our mission:

To make sailing more exciting and accessible for everyone to participate or watch, and use our reach and influence to create a sustainable future for our sport and the waters of the world.

Key Responsibilities

- Management and delivery of all non-competition aspects of World Sailing events – including ranked events, entry systems, IT projects, etc.;
- Oversee the bidding process of World Sailing events;
- Work closely with the Committees and Commissions to develop and evaluate bids for World Sailing events;
- Contract and budget management of all World Sailing events;
- Development of World Sailing event manuals in conjunction with the Olympic Manager;
- Manage World Sailing services to World Sailing events with the Commercial Team;
- Evaluate the performance of World Sailing events in conjunction with the Commercial team;
- Manage future event organisers Knowledge transfer programmes during World Sailing Events;
- Development of Regional Games;
- Management of Emerging Nations Programmes in conjunction with the Training and Development Team; and
- Communication with all MNAs, World Sailing Classes and other key stakeholders.

Relationships & Interfaces

Strategic reporting to:

- Line Manager – Head of Sailing Competitions;
- Project by project – Director of Events;
- Project by project – CEO;
- Project by project – President.

Support & Guidance to:

- Events team, Commercial team, Operations team, Technical and Offshore team;
- Athletes, Coaches, MNAs;
- Key World Sailing Committees, World Sailing Classes and the Athletes Commission;
- World Sailing event organisers;
- Key Partners and stakeholders; and
- World Sailing staff.

Personal Attributes & Experience

Essential experience:

- Direct involvement in sport or event management;
- Knowledge of World Sailing, the MNA and Class Association structure;
- Working with multiple partners, stakeholders, professionals and volunteers to achieve success;
- Contract and budget management; and
- Strong leadership and management skills.

Essential skills:

- The ability to speak an additional language in addition to English;
- Excellent verbal and written communication skills;
- Extremely self-starting and self-determining, with the ability to deal with multiple priorities and high levels of ambiguity;
- Practical understanding of IT systems, databases and other computer solutions;
- Strong ability to define and follow procedures;
- Sound judgement and common sense in difficult situations multiple several stakeholders;
- Capacity to interact with people from different countries and cultures; and
- High level of personal presentation, preparation and organisation.

MAY 2017