JOB DESCRIPTION

Job/Role Title:	**OLYMPIC MANAGER**

Reporting to:	**DIRECTOR OF EVENTS**

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.

- Responsible for all sport planning and delivery of the Olympic and Youth Olympic Games in conjunction with the Director of Events;
- Developing on all sport rules and technical aspects of the Olympic Games and Youth Olympic Games in acordance with World Sailing policies and in conjunction with the relevant World Sailing Committees, Commissions and the Head of Sailing Competitions;
- Co-ordination with the Events team and Commercial team over the delivery of all non-sport aspects of the Olympic and Youth Olympic Games;
- Development and managment of the Olympic and Youth Olympic Games event manuals in conjunction with the Events Manager and Head of Sailing Competitions;
- Development of the ORIS system in conjunction with the Head of Sailing Competitions;
- To work towards any Events team goals set in the World Sailing strategic plan;
- Co-ordinate with and support the work of the Olympic Classes in accordance with World Sailing policies in the following areas:
  - Olympic Classes Contract
  - Formats
  - Calendar
  - Rankings
  - Championships rules
  - Class Rules
  - Pathways
  - Universaility and development
- Support the work of the Events team in the management of World Sailing events;
- Support the work of the Events team and any other World Sailing Committees or Commissions, including international travel to meeting and events;
- Support the work of the Events team at the World Sailing Annual Conference;
- Act as a line manager for specific staff within the Events team; and
- Any other tasks assigned.

Relationships & Interfaces

Strategic reporting to:

- Line Manager – 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;
- Events Committee, Council, Olympic Classes, Athletes Commission, Coaches Commission;
- IOC, ASOIF, OCOGs;
- Key Partners and stakeholders; and
- World Sailing staff.

Personal Attributes & Experience

Essential experience:

- Direct involvement in the sport at the highest level;
- Involvement in previous Olympic Games or major sailing events;
- Knowledge of World Sailing, the MNA and Class Association structure;
- Working with multiple partners, stakeholders, professionals and volunteers to achieve success; and
- Contract and budget management;

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