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PERSON SPECIFICATION

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Post:	Championships Director, World Athletics Indoor Championships 2024 Full time, fixed term post to June 2024
Job Family/ Grade/Level:	LDR1A, Grade 9
Summary of Job	<p>The purpose of this role is to lead the planning and delivery of the World Athletics Indoor Championships 2024 (WAIC24) at the Emirates Arena in Glasgow. Working directly to the Head of Events in Glasgow Life's events team, the role will be responsible for delivering the vision for the event on behalf of the city and partners and working with colleagues and stakeholders to harness Glasgow's unique sporting and events ecosystem to drive lasting impacts and legacy for the city, country and sport.</p> <p>Main Responsibilities</p> <ul style="list-style-type: none"> • Lead the delivery of WAIC24 working directly to the Head of Events, leading on event governance including reporting on the event to the Event Steering Group and Chair, working groups and chairing the Local Organising Committee. • Develop the organisational structure and workforce, working with Glasgow Life and UK Athletics colleagues to recruit staff and volunteers, in addition to Glasgow Life staff, to deliver and animate the city around the event. • Develop and implement an agreed Championships Operational Plan • Develop a creative and innovative approach to sports presentation, communications and operations to deliver a new benchmark in event experience that sells-out all sessions. • Line manage the functional area leads for the event, including developing and integrating a partnership approach with UK Athletics to harness their expertise and resources. • Oversee and report on the event budget to make key operational and financial decisions within agreed delegations, consulting with Head of Events and escalating to the Steering Group where necessary • Ensure commercial income targets are achieved through ticketing, sponsorship and additional income sources. • Establish a project management system, including setting and managing delivery of key project milestones, risk register and issues log to report to the Head of Events and Steering Group • Lead on the procurement of a range of services and suppliers • Develop a strategy to drive positive economic and wellbeing impacts and legacies through the event, in collaboration with partners and aligned to the World Plan for Athletics 2022-2030 • Work with the Head of Events and senior management team to plan and coordinate across the events portfolio to identify development, collaboration and resource sharing opportunities. This includes the UCI 2023 Cycling World Championships, as well as the annual sports and cultural events that Glasgow Life delivers and partners with. • Work with partners to develop methodology for measuring and reporting the impact and success of the event • Ensure the Championships are delivered to the Project Plan, Standards and Milestones set by World Athletics • Develop and nurture excellent working relationship with World Athletics, UK Athletics, EventScotland, Scottish Government, Glasgow City Council, UK Sport and other key stakeholders and influencers • Any other duties as required

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CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Education, Qualifications & Training	Educated to degree level or equivalent	Relevant professional qualifications in Event Management. Project Management qualification	<input type="checkbox"/> Application Form <input type="checkbox"/> Certificates
Skills, Knowledge & Competencies	<p>Extensive senior experience of the strategic and operational delivery of major sports events.</p> <p>Extensive experience of leading a multi-functional team to deliver events</p> <p>Proven ability to manage a multi-million pound budget</p> <p>Proven ability to liaise with, understand and deliver the requirements of national and international sports federations</p> <p>Proven ability to liaise with, understand and deliver the key operational requirements of the events industry, broadcasters, media, sponsors and key stakeholders</p> <p>Ability to communicate across agencies, government and hierarchies at all levels.</p> <p>Ability to make key operational decisions in line delegated authority which represents the interests of funding partners.</p> <p>Ability to take an overarching view of the event and coordinate across several departments, aligning operational requirements to the needs of the event.</p> <p>Extensive project management skills</p> <p>Strong leadership skills and negotiation skills, with the ability to be persuasive and open minded whilst remaining diplomatic in influencing key decision and actions</p> <p>Excellent verbal and written communication skills and the ability to present event concepts, and proposals to small and large audiences</p>	<p>Experience at Director level of major international sports events</p> <p>Experience working within local or national government</p> <p>Experience of the strategic, operational and delivery aspects of major athletics events</p> <p>Extensive experience working in the sports sector</p>	<input type="checkbox"/> Application Form <input type="checkbox"/> References <input type="checkbox"/> Interview
Other	Ability to utilise software packages such as Microsoft Word, Outlook and Excel.	Ability to utilise Project Management software packages such as Microsoft Project	<input type="checkbox"/> Interview <input type="checkbox"/> References