



WESTERN PROVINCE ATHLETICS

VACANCY: EVENTS CO-ORDINATOR

Job title:	WPA Events Co-ordinator
Reporting to:	WPA General Manager or designate
Salary:	Negotiable
Hours:	Mon – Fri 8.30am – 4.30pm. (<i>This position requires Weekend work.</i>)
Start:	1 st November 2017
Location:	WPA Office, Green Point Athletics Stadium, Green Point

Purpose of the position

The incumbent is primarily responsible for all administrative processes related to WP Athletics Events. This includes assisting both the WPA Commissions and WPA Clubs relating to the organising of events, fixtures, obtaining of permits and marketing of events. The individual will also be required to assist the WP Athletics offices with ad hoc activities and deadlines from time to time. Candidates must be presentable and possess strong attention to detail, creativity, organization, and negotiation skills.

Principal Job Responsibilities include, but are not limited to:

- Overall and ultimate responsibility for the delivery of ALL Commission athletic events e.g. Track and Field, Cross Country, Race Walking and designated Road Running Events owned by WPA.
- Work closely with Commissions to ensure the strategic objectives for their events are met.
- Assume responsibility as LOC Head for the smooth delivery of Events
- Manage Commission Event budgets in collaboration with Procurement Officer.
- Overall and ultimate responsibility for the delivery of ALL WPA Championships
- Ensure the following occurs for all WPA organised events:
 - Venues are booked.
 - Event permit applications are submitted.
 - All necessary arrangements for a successful event are made.
- Ensure the following occurs for all other events organised under the auspices of WPA:
 - All event flyers/entry forms are submitted and approved
 - Timeously contact event organisers to ensure necessary arrangements have been made for event
 - Provide race day support where applicable

- Calculate event levies and Officials remuneration after each event and ensure that invoices are prepared.
- Monitor all race referee reports and make sure they are submitted to the office on time
- Assist with the allocation of Officials working at events
- Ensure unresolved issues are escalated appropriately for timely resolution both within WPA and the various associations
- Daily correspondence and emails relating to area of responsibility

Knowledge management:

- Ensure that all documentation pertaining to WP Athletics is effectively created, stored and maintained for current and future use within level of authority
- Comply with reporting requirements as and when requested by WP Athletics Board
- All filing is up to date as per the WPA's prevailing processes
- Proactively remain abreast of national and international Athletics trends
- Improved use of technology in areas of:
 - Online Entry and Registration Systems
 - Timing Systems
- Self-study and research to develop both technical and soft skills
- Actively knowledge-share with colleagues

Work experience & skills

- Minimum of three years' experience in event planning, preferably in the sport industry
- Proficient in Computer knowledge and usage including Microsoft Word, Excel, etc
- Must possess sound skills in planning, organizing and logistics;
- WPA athletic events are complex with many moving parts that can malfunction at any given time, so organizational and time management skills are essential.
- Excellent interpersonal skills
- Must have worked in a team atmosphere and work effectively with others
- Ability to communicate effectively- oral and written
- Solid critical thinking and problem-solving skills to devise creative solutions whenever emergency strikes
- Excellent Customer Service Skills
- This position requires the ability to interact with all types of people.

While performing the duties of this job, the employee will regularly be required to work weekends as needed by events.

If you are interested in this job, please email your resume to jobs@wpathletics.co.za or call 021 699 1665 for further information.

Closing date for applications is 15 September 2017