



## BMAF Track & Field Manager

### **Role Overview**

Its purpose is to plan, co-ordinate and lead a national Track and Field competition programme on behalf of the BMAF principally via external suppliers who will deliver the entire championships.

The role is appointed annually at the AGM and is a member of the BMAF Executive.

### **Anticipated Time Commitment:**

An average of 4-6 hours per month across the whole year but condensed in the lead up to events. Additionally, attend and input to BMAF Executive meetings, discussion and work programme.

### **Role Description:**

This role will be responsible for:

- Leading on the overarching competition strategy and programme on an annual cycle. To identify external suppliers and negotiate/agree commercial terms within BMAF guidelines.
- Set Budgets for individual T&F championships and agree within BMAF and then with external supplier
- Ensure that the external supplier is delivering timely against the agreed contract details

### **Qualifications:**

To be fully effective in this role it is envisaged that you will have:

- Good leadership and management skills
- Significant experience in requirements for national track and field competitions.
- A genuine team player approach
- A passion for the sport and to give unpaid time for meetings and events.
- Good communication and interpersonal skills

### **Supported by:**

To ensure the smooth and efficient running of any BMAF T&F Event, the external service providers will also be supported by the following key roles:

- T&F Officials Secretary
- T&F Competition Organiser
- T&F Administrator, as required
- T&F Communications Officer
- T&F IT team to setup the competition details/results on the BMAF website and OpenTrack (the latter possibly outsourced to OpenTrack)