



PARIS ATHLE 2020

OPERATION MANAGER - PARIS 2020

v.Final

Structure: Paris Athlé 2020 (French Athletic Federation)
Contract: Mission
Duration of the mission: September 2018 - September 2020
Location of the mission : Paris - occasional trips aboard

Context:

City of Paris was awarded by European Athletics as host city of European Athletics Championships to be held in August 2020, some weeks after the Olympic Games. French Athletics Federation, which applied for the competition and official contractor with European Athletics, created a structure named *Paris Athle 2020*, in charge to implement the event, on behalf European structure.

In this context, Paris 2020 Executive Committee, which will develops its structuration in the coming months, looks for its **Operation Manager**, having the mission to follow up and to implement all operational aspects of the event, under the responsibility of the CEO and the COO, and in close links with the other managers and people appointed by European Athletics.

Activities:

The Paris 2020 Operations' Manager will take care of all **operational items** of the event, in close links with other stakeholders. Operational aspects includes in particular:

- **Management of Volunteers plan** (needs, recruitment, volunteers' center...)
- **Security aspects**, in all official venues, inside and outside the stadium
- **Clothing's plan** and **Welcome bags** management
- **Side events** (non-competition activities connected to the event) such as Young Leader Forum, Seminar
...

Competences:

- Experience in event organisation
- Expertise and Knowledge of event environment
- Strong coordination expertise
- Strong management expertise
- Budget follow-up

Skills:

- Autonomy / Assurance
- Sense of teamwork, relational capacity
- Capacity for formalization and synthesis
- Versatility
- Rigor, reliability

Specific skills (mandatory):

- Fluent in French and English, spoken and written

A positive experience with working in other international events shall be an advantage.

Please send CV and letter of motivation to recrutement.paris2020@athle.fr before 15 June 2018.



RESPONSABLE DES OPERATIONS - PARIS 2020

PARIS ATHLE 2020

v.Finale

Structure : Paris Athlé 2020 (Fédération Française d'Athlétisme)

Type de contrat : Mission

Durée de la mission: Septembre 2018 - Septembre 2020

Mission basée : Paris - déplacements occasionnels à l'étranger

Contexte :

La Ville de Paris a été désignée par *European Athletics* ville hôte des championnats d'Europe d'Athlétisme qui se dérouleront en août 2020, quelques semaines après les Jeux Olympiques. La Fédération Française, porteuse de la candidature et organisatrice contractuelle de l'événement, a créé une association dénommée *Paris Athlé 2020* pour en assurer l'organisation, sous l'égide de l'instance européenne.

Dans ce cadre, le Comité Exécutif Paris 2020, qui étoffera sa structure durant les mois à venir, recherche son **Responsable des Opérations**, qui aura en charge du suivi et de la mise en place des aspects opérationnels de l'événement, sous la responsabilité de la Directrice Exécutive Déléguée et de son adjoint, et en lien étroit avec les autres cadres de l'organisation et les personnes désignées par *European Athletics*.

Missions :

Le responsable des opérations de Paris 2020 est chargé de tous les aspects opérationnels de l'événement, en lien étroit avec les autres acteurs de l'événement. Les secteurs opérationnels incluent en particulier:

- **La gestion des volontaires** (recensement, recrutement, services, centre des volontaires...)
- **La Sécurité** des sites officiels, au stade ou en dehors
- La gestion des **équipements vestimentaires** et des **sacs de bienvenus**
- Les **actions périphériques** non directement liées à la compétition, comme les séminaires, les actions d'accompagnements...
- ...

Compétences :

- Expérience dans l'organisation d'événement
- Expertise et connaissance de l'environnement événementiel
- Compétence en Management
- Compétence en coordination et gestion de projet
- Suivi budgétaire

Qualités:

- Autonomie / Confiance en soi
- Sens du travail en équipe, capacité relationnelle
- Capacité de formalisation et de synthèse
- Polyvalence
- Rigueur, fiabilité

Compétence particulière (impératif):

- Anglais et Français courant (lu, écrit, parlé).

Une expérience réussie sur un événement international est un atout considérable.

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