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Seeking Applicants for the position of:

World Cup Manager

Description of the position :

The World Mountain Running Association (WMRA) are creating a position for a Manager for the Mountain Running World Cup race series owned by WMRA.

The WMRA Mountain Running World Cup :

A World wide circuit linking existing commercial races that the WMRA uses to promote Mountain Running.

Description of the role :

A part time position where you will be liaising and working together with the World Cup race events and reporting to the WMRA Council. In 2021 there are 12 events with a total of 16 races.

Key job role requirements :

1. Contact and liaison with the event organisations to inform and implement the World Cup regulations.
2. Manage the requirements for World Athletics implementation (permit) as well as liaising with race organisers for their anti-doping testing obligations.
3. Acting as World Cup promotion spokesperson.
4. Working to secure sponsors for the World Cup and co-ordinating their requirements.
5. Select and work with key media partners. Put in place agreements (for 2022 season) with them and work with them on the event locations in 2021. For 2021 the agreements will be already in place.
6. Provide logistics support for WMRA's own World Cup media content creator(s). Assist the WMRA Council with the selection of suitable WMRA content creator(s) (for 2022 season).
7. Athlete liaison and management of special race entry requirements for the elite athletes.
8. Research, contact and propose suitable World Cup races for inclusion in the World Cup series (for the 2022 World Cup) for WMRA Council to make a final selection / approval.
9. Managing the application, contract and invoicing process to join the World Cup (for 2022).
10. Report regularly to the WMRA Council (following each race event and when there are no races on a monthly basis).
11. On an annual basis recommend any World Cup regulation changes to the WMRA Council and provide a summary/recommendations at the conclusion of the World Cup season.

A WMRA Council member will be assigned to work with the successful applicant while learning the World Cup format and structure.

Attributes :

- a. Well organised and able to work autonomously.
- b. Flexibility in working hours and available to work on weekends during events.
- c. Ability to travel to race events when necessary.
- d. Demonstrate a good knowledge of mountain running and race events.
- e. Good communication skills in English. Other languages would be helpful.
- f. Have solid negotiating skills and able to handle contracts and organise the World Cup budget.

Remuneration structure :

The work will be based on one full work day (7.5hrs) per week for 50 weeks per year. The Contract salary will be discussed on application. This time allowance Includes time working on the event locations during the World Cup season. Time used for travelling to events will not be reimbursed.

Travel expenses to World Cup events with economy class air/train tickets, hire car or private motor vehicle km rate reimbursement will be provided in addition to the Contract salary.

Hotel expenses during World Cup events are already considered as a part of the World Cup regulations and are provided by the Race event organisers.

How to apply :

A Resume and covering letter of interest should be sent to:
WMRA President Jonathan Wyatt
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