

Vacancy:

IPC Membership Engagement Co-ordinator – Sport Federations (f/m/x)

The International Paralympic Committee (IPC) is a non-profit organisation based in Bonn, Germany and is the global governing body of the Paralympic Movement. The IPC owns and supervises the organisation of the Summer and Winter Paralympic Games, and serves as International Federation for 10 sports, for which it supervises and co-ordinates the World Championships and other competitions. The IPC is committed to enabling Para athletes to achieve sporting excellence and to developing sport opportunities for all persons with disabilities from the beginner to elite level. In addition, the IPC aims to promote the Paralympic values, which include courage, determination, inspiration and equality.

The IPC offers the position of a full-time IPC Membership Engagement Co-ordinator – Sport Federations (f/m/x) at the IPC Headquarters in Bonn, Germany, starting as soon as possible.

Key responsibilities:

- Serve as the primary liaison between the IPC and our International Federation (IFs) and International Organisations of Sport for the Disabled (IOSDs) members, developing relationships, providing responsive support and coordinating services offered
- Ensure that the needs of our IF and IOSD members are represented within the IPC through close collaboration with the relevant IPC departments, the Agitos Foundation and the Association of Para Sport Organisations
- Work with our IF and IOSD members to share best practices, coordinate activities and support NPC-NF relationships – helping them build strategies to support their Para Sport activities, in line with the IPC Handbook and IPC Strategic Plan
- Co-ordinate our engagement with Recognised Federations, including managing new applications and recognition extensions
- Support the Refugee Para/Paralympic Team initiative



Key responsibilities (continued):

- Represent the IPC at IF and IOSD events and competitions, including General Assemblies, workshops and other events
- Support the coordination of key IPC events including the Paralympic Games, General Assembly, Membership Gatherings, workshops and other events
- Execute and support other tasks or projects related to Membership Engagement

This job description is not exhaustive, and the job holder may be required to undertake additional duties from time to time to ensure the smooth running of the organisation.

Competencies and qualifications:

- Undergraduate university degree or equivalent
- Solid understanding of sport governance
- Work experience in a performance sport environment, preferably at major competitions and multi-sport events
- Excellent written and verbal communication skills in English (additional languages are an asset)
- Good interpersonal skills, professionalism and collegiality
- Ability to work in sometimes challenging conditions, especially Games time
- Ability to travel abroad on occasion
- Good knowledge of MS Outlook, Word, Excel, PowerPoint and SharePoint

How to apply:

If you wish to apply for the position, please send your CV as pdf file (including earliest possible start date and salary expectations in EUR) in English to alexandra.muth@paralympic.org.

Please note that the application deadline is 18 August 2019.

The salary level for Assistants/Co-ordinators at the IPC is between EUR 2,400 - 3,000 gross per month. We especially encourage individuals with an impairment to apply; we support the relocation process and will provide transitional accessible accommodation.

For further information on the IPC or the Agitos Foundation, please contact us or visit our website under www.paralympic.org.

We are looking forward to your application!