



Vacancy

# **WORLD PARA ATHLETICS EVENT OPERATIONS MANAGER (F/M/X)**

The International Paralympic Committee (IPC) offers the position of a full-time **World Para Athletics Event Operations Manager (f/m/x)** in a multi-cultural team at the IPC Headquarters in Bonn, Germany. The start date is as soon as possible.

For this position, the application submission deadline is **31 March 2020**. The successful candidate may be subject to a personal background check.

## **ABOUT THE IPC**

At the IPC, we work as one team, aligned and focused on fulfilling our vision and mission.

The IPC's vision is for an inclusive world through Para sport. We believe that **Change Starts With Sport**, and that the work of the Paralympic Movement is a catalyst for driving social inclusion and advancing the UN Convention on the Rights of Persons with Disabilities and the UN's 17 Sustainable Development Goals.

The IPC seeks to use the influential global position of the Paralympic Movement and the growing profile of Para athletes to challenge the stigma attached to disability and empower social transformation.

The IPC is the global governing body of the Paralympic Movement. We supervise the organisation of the Paralympic Games and Paralympic Winter Games and serve as International Federation for 10 Para sports. We enjoy a positive working relationship with the IPC Governing Board, members of which are democratically-elected every four years by the IPC General Assembly.

The IPC is a purpose-driven non-profit association. Our mission is to lead the Paralympic Movement, oversee the delivery of the Paralympic Games and support members to enable Para athletes to achieve sporting excellence. Since 1989, we have been creating change through sport with the Paralympic Games and Paralympic athletes at our core.

**INTERNATIONAL PARALYMPIC COMMITTEE**

Adenauerallee 212-214, 53113 Bonn, Germany / [paralympic.org](http://paralympic.org)  
[worldparasportsjobs@paralympic.org](mailto:worldparasportsjobs@paralympic.org) / Tel: +49 228 2097-200 / Fax: +49 228 2097-209

## ROLE

World Para Athletics is a department within the IPC responsible for conducting the operations of Para athletics. Para athletics is the biggest sport within the Paralympic Movement in terms of the number of participating athletes and countries. It was one of eight sports included in the first Paralympic Games in Rome, Italy, in 1960 and has remained on the programme ever since, consistently attracting the biggest crowds and TV audiences.

The World Para Athletics Event Operations Manager will be responsible for leading the coordination and planning of WPA major events (e.g. World Championships and Regional Championships) to provide world-class competition opportunities and to continue enhancing athletes' experience and satisfaction of all relevant stakeholders.

**Core responsibilities** include:

- Lead the WPA Event Operations team and be responsible for ensuring successful execution all operational aspects related to the delivery of WPA major events.
- Liaise with internal and external stakeholders and coordinate with Local Organising Committees (LOCs) for the efficient planning and successful delivery of the WPA major events in accordance with contractual milestones and deliverables.
- Plan, facilitate and oversee major events technical visits and coordination meetings in conjunction with relevant internal and external stakeholders.
- Prepare reports as required and communicate key status of the preparation and operation of the Championships to relevant stakeholders.
- Conduct post-event surveys and debriefings with relevant stakeholders, and ensure best practices and learnings are incorporated into future events.
- Develop and maintain championships and event operation requirements and guidelines to provide instructions and operational guidance to the existing and future LOCs for staging WPA major events.
- Manage WPA major events bidding and evaluation process and continue to improve and ensure a transparent and robust process for the selection of future host cities.
- Report regularly on the progress of the major event planning, preparation operations and host city bidding and evaluation to Head of World Para Athletics.
- Deliver key projects as directed by Head of World Para Athletics.

**Core requirements include:**

- Share IPC's vision, mission and values. A deep passion commitment to work for the Paralympic movement and Para athletics;
- University degree or equivalent in sport management, sport business project management, or similar;
- Proven ability and experience in managing and delivering events and maintaining deadlines;
- Astute and able to see the "big picture", build trust and efficiently communicate with different stakeholders;
- Proactive and problem-solving oriented and able to work in a dynamic and multicultural sport environment;
- Independent and able to analyse the current work process and method and propose better alternatives;
- Superior organisational and project management skills;
- Strong interpersonal communication skills and highly proficient in spoken and written English;
- Confident and ability to maintain positive attitude when under pressure and long working days in the lead-up and during events; and
- Ability to travel internationally as required.

**Desired requirements include:**

- Experience in delivering athletics championships, mass participation events and/or Para sports championships ideally at world and regional level;
- Experience working in Para sport in particularly Para athletics is highly desirable; and
- Fluency in multiple languages.

Do you want to **apply**?

If you are interested and provide a good match with our requirements, please send your CV and cover letter in English and in pdf format to [worldparasportsjobs@paralympic.org](mailto:worldparasportsjobs@paralympic.org).

We especially encourage individuals with an impairment to apply; we support the relocation process and provide transitional accessible accommodation. For further information on the IPC, please contact us or visit our website under [www.paralympic.org](http://www.paralympic.org).

**Thank you for your consideration.**

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