



Vacancy

# MEMBERSHIP PROGRAMMES CO-ORDINATOR (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time **Membership Programmes Co-ordinator** (f/m/x) in a multicultural team at the IPC Headquarters in Bonn, Germany, starting 1 January 2021. For this position, we will review applications and interview candidates on a rolling basis. 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.

## ROLE

The Membership Programmes Co-ordinator reports to the Membership Programmes Manager of the "Organisational Development" programme area and

**INTERNATIONAL PARALYMPIC COMMITTEE**

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will be responsible to support the implementation, monitoring and reporting of the IPC Membership Programmes Division, Organisational Development portfolio.

**Core responsibilities** include:

- Support the daily email communication, correspondence, meeting preparation and administration of the organisational development programme area.
- Support project management and delivery of the organisational development projects, including grants.
- Support all the administration tasks of the application and selection processes as well as distribution of funds to the IPC members.
- Support the supervision of grantees, including data collection and support to monitoring of projects as well as to liaise with the Monitoring, Evaluation and Learning team when relevant.
- Assist with project management and delivery of capacity building programmes.
- Coordinate logistical arrangements for programmes to ensure participation and monitoring/tracking of all activities.
- Support in reviewing and producing reports, publications and presentations.
- Support relationships with programme stakeholders including reporting.
- Work closely with IPC membership relations to manage and track all activities related to the IPC members.

**Core requirements** include:

- Passion for the IPC's vision, mission and values.
- University degree or equivalent education in sport management and/or a relevant field;
- At least one year working experience in an intercultural environment;
- Excellent organisational skills and experience in project management;
- Excellent interpersonal and communication skills;
- Proven experience presenting and facilitating;
- Excellent verbal and written command of English;
- Be able to operate multitask in a fast changing environment under given deadlines;

- Excellent team player and self-starter with a strategic mind-set;
- Detail-oriented and meticulous work manner.
- Excellent use of Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams, SharePoint)

**Desired requirements include:**

- Working experience in a developing country;
- Proven experience working with development projects or with National Paralympic Committees, International Federations, or similar organisations;
- Excellent verbal and written command of Spanish; an additional language in particular French, Arabic or Russian would be an asset.

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 [MembershipProgrammesJobs@paralympic.org](mailto:MembershipProgrammesJobs@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.**