Vacancy

ATHLETE ENGAGEMENT MANAGER (F/M/X) MATERNITY COVER

The International Paralympic Committee (IPC) offers the position of a full-time Athlete Engagement Manager (f/m/x) in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting as soon as possible.

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 **Athlete Engagement Manager** is accountable to the Head of Membership Engagement and will be responsible for Engagement with the international Paralympian and Para athlete community.

CORE RESPONSIBILITIES

- Coordinate and lead the delivery of the IPC Athletes’ Council elections and support the delivery of Athlete engagement activities at the Tokyo 2020 and Beijing 2022 Paralympic Games
- Coordinate and support the delivery of the 2022 IPC Athletes’ Forum together with the relevant IPC departments, IPC Athletes’ Council and other key stakeholders
- Serve as the primary liaison between the IPC and the Global Para athlete community in close collaboration with the IPC Athletes’ Council and ensure that needs of our Para athletes’ community are well represented within the IPC and other key stakeholders
- Support the implementation of the Athletes’ Council strategy including working with IPC members to enhance their athlete representation models, and provide institutional support to the IPC Athletes’ Council, including the co-ordination of official meetings and official athlete calls
- Continue to develop and maintain the IPC’s relationship with your IOC counterparts and collaborate on any joint initiatives where relevant
- Coordinate and support the execution of athlete engagement activities and projects including the Paralympians’ Post-nominal letters (PLY) project, the IPC Athlete Career Programme and other related activities
- Execute and support other tasks or projects related to Membership & Athlete engagement

CORE REQUIREMENTS

- Have a deep passion and commitment to work for the Paralympic movement and athletes
- At least one to two years of experience working with Athletes, NPCs, NOCs, Sports Federations or within a multi-sport Games environment preferably in a multi-cultural context
- Possess excellent communication and presentation skills in English (French or Spanish skills are a bonus)
- Possess strong relationship-building, diplomacy, sound judgement and problem-solving skills
- Have the ability to manage multiple tasks, set priorities and maintain deadlines, independently and with an attention to detail
• Professional qualifications in a related field, such as Sport Management, Events, International Relations or Project Management
• Be willing to travel internationally and work flexible hours during events
• Have an excellent knowledge of productivity tools incl. Outlook, Excel, Word, PowerPoint, and SharePoint

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 to MembershipEngagementJobs@paralympic.org.

For this position, we will review applications and interview candidates on a rolling basis.

The IPC is an equal opportunity employer, and we especially encourage individuals with a disability and members of minority groups 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.

We especially encourage Paralympians and Para athletes to apply for this role.

We look forward to your application!