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

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.

World Para Athletics (WPA) is the 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.
ROLE

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

- 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 co-ordinate with Local Organising Committees (LOCs) for the efficient planning and successful delivery of the WPA major events in accordance with contractual milestones and deliverables, ensuring continued progress and successful management of issues.
- Develop and implement innovative and sustainable solutions on all operation aspects of WPA major events.
- Develop and maintain championships and event operation requirements and guidelines and manage knowledge transfer with existing and future LOCs of 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.
- Provide expertise as needed and support to other projects and areas as required.

CORE REQUIREMENTS

- Share IPC’s vision, mission and values. A deep passion commitment to work for the Paralympic movement and Para athletics.
- Minimum 3 years’ experience in a similar role with a proven track record of successfully managing and delivering events in fast-paced, high-pressure environments.
- University degree or equivalent in sport management, sport business project management, or similar.
- Astute and able to see the “big picture”, build trust and efficiently communicate with different stakeholders.
• Proactive, problem-solving oriented and able to work in a dynamic and multicultural sport environment.
• Superior organisational and project management skills.
• Confident and able to maintain positive attitude when under pressure and long working days in the lead-up and during events.
• Ability to travel internationally as required.

DESIRED REQUIREMENTS
• 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.
• Fluency in other languages considered 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 worldparasportsjobs@paralympic.org.

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 look forward to your application!