



Vacancy

# WORLD PARA SWIMMING COORDINATOR

The International Paralympic Committee (IPC) offers the position of a full-time **World Para Swimming Coordinator (f/m/x)** in an international and multicultural team at the IPC Headquarters in Bonn, Germany.

## 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 including World Para Swimming (WPS). WPS is the department within the IPC responsible for the governance, administration, and growth of Para swimming worldwide. WPS is committed to providing Para athletes opportunities to showcase their abilities and achieve sporting excellence. WPS aims to transform lives in and out of the pool. Para swimming is practised internationally in nearly 100 countries and has featured in every edition of the Paralympic Games, growing into one of the biggest and most attractive sports.

**INTERNATIONAL PARALYMPIC COMMITTEE**

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

## **ROLE**

The World Para Swimming Coordinator is responsible for the development, coordination and delivery of WPS World Series.

### **CORE RESPONSIBILITIES**

- Develop, coordinate and deliver the WPS World Series in partnership with the selected LOCs;
- Support LOCs throughout the planning and delivery of WPS Sanctioned competitions;
- Maintain and develop the competition technical requirements, equipment check lists, templates and hosting guidelines for World Para Swimming Championships, Games and World Series;
- Co-ordinate ITO's appointments, communications, and monitor their performance.
- Maintain the competition calendar and handle the process for registration, results, rankings, and records. Support the coordination of World Para Swimming gatherings, forums and meetings of WPS working groups;
- Co-ordinate communication with all NPCs/NFs/LOCs and other stakeholders on all Para swimming competition related inquiries and technical requirements, and liaise with relevant IPC Departments and Committees on the operational and logistical services related to WPS;
- Provide onsite support at World Series and Championship events as required.

### **CORE REQUIREMENTS**

- Experience in a sport-related environment (for example: Organising Committee, NOC/NPC, Sport Federation, current or former athlete, sports science/management degree or similar)
- Understanding and experience in sport/event management and administration;
- Individual who is a self-starter and highly motivated, whilst being an excellent team player;
- Able to think creatively and innovatively.
- Be an energetic, open-minded individual with a passion to work as part of a team in a global sports organisation
- Fluency in English verbal and excellent written skills
- Proficiency in using MS Office (experience in event/sport-related programmes, databases and systems is an advantage)
- Proven ability to operate with limited supervision and ability to prioritise multiple tasks to meet overlapping deadlines in a fast-paced and changing international environment

- Be readily available to travel internationally when required to attend competitions

### **DESIRED REQUIREMENTS**

- Experience in Para swimming
- Experience as Para swimmer would be advantageous
- 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 to [WorldParaSportsJobs@paralympic.org](mailto:WorldParaSportsJobs@paralympic.org)

For this position, we will review applications and interview candidates on a rolling basis, final deadline for applications is 01 October 2021.

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](http://www.paralympic.org).

**We look forward to your application!**