



Vacancy

# WORLD PARA ATHLETICS CLASSIFICATION CO- ORDINATOR

The International Paralympic Committee (IPC) offers the position of a full-time **World Para Athletics Classification Co-ordinator (f/m/x)** for a maternity cover in an international and multicultural team at the IPC Headquarters in Bonn, Germany.

The expected starting date is November 2021.

## 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**

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ClassificationJobs@paralympic.org / Tel: +49 228 2097-200 / Fax: +49 228 2097-209

## ROLE

World Para Athletics (WPA) is the department within the IPC responsible for the governance, administration and growth of Para athletics worldwide. By providing Para athletes with an opportunity to showcase their abilities, WPA aims to transform lives on and off the track. 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 Classification Co-ordinator** reports to the Head of World Para Athletics and will be responsible for supporting the delivery of the WPA classification portfolio with the focus on co-ordinating classification opportunities. For further information about World Para Athletics classification please visit: <https://www.paralympic.org/athletics/classification>.

## CORE RESPONSIBILITIES

- Co-ordinate the international classification calendar and activities in Para athletics, including providing onsite support as required.
- Maintain Para athletics classification database for all classification and related matters.
- Assist in developing and maintaining classification documents (e.g. rules and regulations, forms).
- Conduct day-to-day administrative activities for Para athletics classification operations and act as a contact person to the membership.
- Support the planning and delivery of classification training and development initiatives.

## CORE REQUIREMENTS

- Passion for the IPC's vision, mission and values;
- Relevant experience or university degree in sport management, sport science, kinesiology, physiotherapy, or equivalent;
- Have an interest in scientific concepts and methodologies related to sport-specific classification;
- Excellent organisational and administrative skills;
- Proven ability to meet deadlines, operate with limited supervision and multitask in a fast-changing environment;
- Detail-oriented and meticulous work manner;
- Able to work in an international, multi-cultural environment, with respect and in the spirit of collaboration;

- Proficient with Microsoft Office programmes (i.e., Word, Excel, PowerPoint, Outlook);
- Good communication skills and excellent verbal and written command in English; and
- Ability to travel internationally as required, including on weekends.

### **DESIRED REQUIREMENTS**

- Have expertise and/or experience in the field of classification and/or Para sport;
- Have experience working with volunteers; and
- Proficiency in additional 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 to [ClassificationJobs@paralympic.org](mailto:ClassificationJobs@paralympic.org).

For this position, we will review applications and interview candidates on a rolling basis, final deadline for applications is 31 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!**