



Vacancy

CLASSIFICATION CO-ORDINATOR

The International Paralympic Committee (IPC) offers the position of a full-time **Classification Co-ordinator (f/m/x)** in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting in February 2022.

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 **Classification Co-ordinator** reports to the Classification Compliance Senior Manager and is responsible for coordinating the delivery of classification compliance activities and the activities of the Classification Committee. An

INTERNATIONAL PARALYMPIC COMMITTEE

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element of the role will be performing administrative duties in support of advancing classification compliance.

CORE RESPONSIBILITIES

- Supporting the development of the IPC Athlete Classification Code Compliance Strategy.
- Supporting the IPC membership in maintaining compliance with the 2015 IPC Athlete Classification Code.
- Coordinating classification compliance activities including monitoring programmes and action plans in response to compliance audit discoveries.
- Coordinating the activities of the IPC Classification Committee, particularly on the topic of compliance.
- Supporting the review of the IPC Athlete Classification Code and related documents.
- Performing administrative tasks such as arranging meetings, note taking, recording data.

CORE REQUIREMENTS

- Passion for the IPC's vision, mission and values.
- Good knowledge of the IPC Athlete Classification Code and International Standards.
- Familiarity with Para sports' classification systems.
- Meticulous attention to detail with the ability to manage multiple projects at one time.
- Proven ability to meet deadlines, work independently and as part of a team.
- Relevant experience or a university degree in sport management, sport science, law, audit or a similar field.
- Able to work in an international, multi-cultural environment, with respect and in the spirit of collaboration.
- Excellent use of Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Excellent oral and written communication and interpersonal skills.
- Ability to occasionally travel internationally.

DESIRED REQUIREMENTS INCLUDE:

- Experience in a compliance role or similar.
- Experience working with an International or National Federation, National Paralympic Committee, or similar, including volunteering experiences.

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.

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 look forward to your application!

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