Vacancy

GOVERNANCE CO-ORDINATOR (F/M/X)

The IPC offers the newly-created position of a full-time Governance Co-ordinator (f/m/x) in a multi-cultural 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 currently 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 Governance Co-ordinator reports to the Governance Compliance Officer and will primarily be responsible for the administration of IPC Governing Board meetings and supporting the Governance Compliance Officer with promoting and sustaining a culture of good governance and risk management within the IPC and the Paralympic Movement.

CORE RESPONSIBILITIES

• Manage the administration of the operation of various governance structures, predominantly the IPC Governing Board to include:
  o Set up and coordination of meetings (in person and calls).
  o Take accurate minutes and circulate for approval in a timely manner.
  o Track all actions, decisions made, and follow up as required to ensure actions brought back into the Governing Board if needed or follow up with next steps to ensure actions completed and closed.
• Support the management of the overall planning and programme of governance controls, to ensure sound governance of the IPC.
• Support the ongoing implementation of the IPC’s risk management framework and risk register including:
  o Support the establishment of a policy/document review process including document management controls, and its ongoing review.
  o Supporting the any required checks.
• Creation of process documents, and implementation and training to relevant teams within the IPC.
• Create and manage a schedule to ensure the publication of key governance-related documents, as required.

CORE REQUIREMENTS

• Governance/compliance/regulatory/other relevant experience.
• Good organisational and project management skills.
• Experience with minute taking and being adept at making last minute changes to documents.
• Excellent communication and interpersonal skills.
• Attention to detail and accuracy is key.
• Ability to be flexible and on occasion work evenings and weekends to provide administration support for the Governing Board meetings and the General Assembly. Occasional overseas travel may be required.
• Passion for the IPC’s vision, mission and values.
• Fluent in English (any additional language is 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 GovernanceJobs@paralympic.org.

For this position, we will review applications and will only contact shortlisted candidates. Applications for the role will close on 28 February 2022. Shortlisted candidates are likely to be invited for interview towards the middle/end March.

The IPC is an equal opportunity employer, and we especially encourage individuals with an impairment 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 at www.paralympic.org.

We look forward to your application.