Vacancy

GAMES CO-ORDINATOR (F/M/X)

The International Paralympic Committee (IPC) offers a newly created position of a full-time Games Co-ordinator (f/m/x) in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting in quarter four of 2022 or as agreed with the successful applicant.

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 oversee the delivery of the Paralympic Games and Paralympic Winter Games and serve as International Federation for six 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 Games Co-ordinator is accountable to the Paralympic Games Operations Senior Manager and will work within a dynamic and growing Department. The role
is responsible for supporting the successful planning and delivery of the Paralympic Games.

CORE RESPONSIBILITIES

- Facilitate the planning and delivery of the Paralympic Games by fostering effective communication and collaborative relationships with IPC staff, Organising Committees (OCOGs), the International Olympic Committee (IOC), and other delivery partners to ensure smooth integration of selected functional areas
- Support selected functional areas by monitoring and following up on the Games Master Schedule milestones and reporting on deliverables
- Creating and managing of internal and external Games and department calendars/schedules
- Assist with the identification and registration of issues and risks and facilitate escalation/resolution
- Support the preparation, delivery, and follow-up of meetings with internal and external stakeholders, including drafting agendas, briefing documents, presentations, reports, minutes, follow up actions, and official letters
- Draft, review, and ensure integrated feedback on key planning and operational documents as required
- Create and deliver presentations and reports to internal and external stakeholders as required
- Serve on the Games-time team and facilitate the delivery of Games-time operations of select FAs, including issue identification, tracking, and resolution in collaboration with IPC colleagues and the OCOGs

CORE REQUIREMENTS

- Share IPC's vision, mission, and values. A deep passion and commitment to work within the Paralympic Movement.
- Professional or educational experience in the area of sport or events planning and management
- Proven capacity to coordinate multiple projects at the same time through effective planning and organisation skills
- Able to respectfully collaborate with and motivate others in an international, multi-cultural environment
- Ability to adapt to unexpected circumstances, and a positive, solution-oriented attitude to adjusting plans and processes in complex and evolving situations
- Confident and maintains a professional and calm attitude when under pressure and during long working days in the lead-up and during the Paralympic Games
- Be detail-oriented and solution-driven
• Flexibility in working hours and potential ability to travel
• Excellent verbal and written command of the English language
• Proficiency in using Microsoft office tools

**DESIRED REQUIREMENTS**

• Knowledge and experience in areas related to Games operations and services is desirable
• Proficiency in other languages considered an asset
• Proficiency in Smartsheet 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 [ParalympicGamesJobs@paralympic.org](mailto:ParalympicGamesJobs@paralympic.org).

For this position, we will review applications and interview candidates on a rolling basis, with a final deadline of 15 September 2022.

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!**