



Vacancy

# PARALYMPIC GAMES SPORT CO-ORDINATOR (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time [Paralympic Games Sport Co-ordinator \(f/m/x\)](#) in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting in quarter one of 2023 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 [Paralympic Games Sport Co-ordinator \(f/m/x\)](#) is accountable to the Paralympic Games Sport & NPC Services Senior Manager and will work within a

**INTERNATIONAL PARALYMPIC COMMITTEE**

Adenauerallee 212-214, 53113 Bonn, Germany / [paralympic.org](http://paralympic.org)

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dynamic and growing Department. The role is responsible for supporting the successful planning and delivery of all competitions at the Paralympic Games.

### **CORE RESPONSIBILITIES**

- Support the Senior Manager Paralympic Games Sport & NPC Services in day-to-day activities ensuring the delivery of sport at the Paralympic Games (and other major competitions) to the highest standards
- Provide administrative support (draft and update documents, maintain correspondence with International Federations and Games organisers, compile reports and analyses etc.)
- Administer application processes for the Paralympic Games' sport and medal events programmes; contribute to analysis and summary reports
- Monitor athlete qualification and sport entries for the Paralympic Games; assist with the administration of Bipartite invitations and Universality Wild Cards
- As part of the IPC's Games-time team, monitor sport operations and assist in issue resolution vis-à-vis the Organising Committee
- Lead on all post-Games lessons learned activities related to Sport
- Coordinate Technical Delegates briefings, and other sport-related meetings as needed

### **CORE REQUIREMENTS**

- Share IPC's vision, mission, and values. A deep passion and commitment to work within the Paralympic Movement.
- Work experience in a performance sport environment, preferably at major competitions and multi-sport events
- Excellent oral and written command of the English language
- Capacity to coordinate multiple projects at the same time through effective planning and organisation skills
- Ability to respectfully collaborate in an international, multi-cultural environment
- Professional and calm attitude when under pressure and during long working days in the lead-up and during the Paralympic Games
- Attention to detail; analytical thinking; discretion
- Flexibility in working hours and potential ability to travel
- Proficiency in using Microsoft office tools

### **DESIRED REQUIREMENTS**

- Solid understanding of sport governance
- Proficiency in other 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 [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 23 October 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!**