



Vacancy

MEMBERSHIP MANAGER OF IF AND IOSD RELATIONS (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time **Membership Manager of IF and IOSD Relations (f/m/x)** in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting as soon as possible.

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, a purpose-driven non-profit association, 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. Since 1989, we have been creating change through sport with the Paralympic Games and Paralympic athletes at our core.

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.

ROLE

The **Membership Manager of IF and IOSD Relations** is accountable to the Head of Membership and will be responsible for serving as the primary liaison with International Federations (IFs) and International Organisation of Sport for

INTERNATIONAL PARALYMPIC COMMITTEE

Adenauerallee 212-214, 53113 Bonn, Germany / paralympic.org
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Disabled (IOSDs) members of IPC. The role entails managing the relationship between IPC and IFs and IOSDs members and IPC departments to ensure the needs of IPC members are well represented.

CORE RESPONSIBILITIES

- Report to the Head of Membership on day-to-day matters related to IPC members (IFs and IOSDs).
- Serve as the primary liaison between the IPC and our IFs and IOSDs members, building rapport, developing relationships, providing responsive support and coordinating services offered.
- Contribute to the Membership Department decision making process related to complex membership governance and compliance matters.
- Work with IFs and IOSDs to enhance their governance, share best practices, coordinate activities and support NPC-NF relationships - helping them build strategies to support their Para Sport activities, in line with the IPC Handbook and IPC Strategic Plan.
- Oversee the implementation of IPC funding through grants for IFs and IOSDs.
- Ensure that the needs of IFs and IOSDs are well represented within the IPC through close collaboration with relevant IPC departments.
- Co-ordinate IPC engagement with Recognised International Sport Federations, including managing new applications and recognition extensions.
- Represent the IPC at IFs and IOSDs events and competitions, including General Assemblies, workshops and other events, as required.
- Support the development and implementation of the IPC Refugee Paralympic Team strategy and lead on its implementation.
- Execute and support other tasks or projects related to IFs and IOSDs, including drafting policy.
- Coordinate meetings and events directed to IFs and IOSDs.
- Support the coordination of key international events including the IPC General Assembly and Membership Gathering.

CORE REQUIREMENTS

- Excellent relationship-building, diplomacy, and problem-solving skills.
- Excellent organisational skills.
- Excellent interpersonal and communication skills.
- Excellent verbal and written command of English, additional languages such as French or Spanish are an asset.
- Ability to operate in a fast-changing environment, handle multiple tasks, prioritise and work under tight deadlines.
- Excellent team player and self-starter with a strategic mind-set.

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- Detail-oriented and meticulous work manner.
- Be able to prepare and deliver presentations to internal and external audiences.
- Passion for the IPC's vision, mission, and values.
- At least five years work experience either within an international sport organisation and/or organising committees for major competitions or multi-sport events.

DESIRED REQUIREMENTS

- Working experience in an intercultural environment
- Solid understanding of sport governance.
- Good understanding of the politics of sport and of the systems and protocols of governing bodies.
- A university-level degree in Sport Management, International Relations, Political Science or a related field.

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 JobsMembership@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!