



Vacancy

WEBSITE MANAGER (F/M/X)

The International Paralympic Committee (IPC) offers the newly created position of a full-time **Website Manager (f/m/x)** in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting April or May 2023.

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, 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.

ROLE

The **Website Manager** reports to the IPC Head of Corporate Communications and will be responsible for managing the IPC website.

CORE RESPONSIBILITIES

- Liaising with the IPC's website provider, reporting, troubleshooting, and resolving operational issues
- Managing changes in the website's design and functionalities, coordinating with all relevant stakeholders

INTERNATIONAL PARALYMPIC COMMITTEE

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- Ensuring that all sections are up to date, as fresh as possible, and aligned in terms of style by liaising with the relevant internal departments
- Responding to requests from different internal departments on page updates and technical issues with the website backend
- Supporting the Editorial team with daily technical tasks related to the website. The role does not require writing editorial, but you will be required to make amendments to site copy.
- Producing regular evaluation reports about the website and, when possible, social media analytics.
- Assisting in optimising the Paralympic.org and PARA SPORT websites to improve the quality and quantity of traffic generated from search engines
- Supporting with content creation for SEO, such as the writing of meta descriptions and fixed text
- Making the two websites more accessible for people with disabilities, including people with vision impairments
- Assisting the communications team in determining which ad campaigns are optimal to drive traffic to the websites
- Coordinating with an external Spanish translator to ensure all pages are translated in a timely manner
- Training new staff members across the IPC on using the website backend

CORE REQUIREMENTS

- Bachelor's degree in Computer Science, Information Technology and/or a relevant field.
- At least three years' experience in website management.
- Experience and proficiency with Content Management Systems, Google Analytics, and SEO.
- Familiarity with HTML, XHTML, CSS design, cross-browser, and cross-platform compatibility.
- Good understanding of Web Hosting infrastructure, Web Application Firewalls, Content Delivery Networks, Domain Management and Security Certificates.
- Good conceptual understanding of System Design, Development, UI/UX Design and Change Management.
- Excellent communication skills, both written and oral, in English (Spanish is a plus)
- Excellent attention to detail, strong organisational skills and a proven ability to multi-task and meet deadlines
- An ability to feel comfortable working in a fast-paced, multi-cultural environment and an aptitude to operate with limited supervision

- A desire to be ambitious: we want you to be curious, thinking about how you can improve not only the technical systems but also your own skillset.

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 format to communicationjobs@paralympic.org

The deadline for applications is 12 February 2023.

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!