Vacancy

WORLD PARA POWERLIFTING COMPETITIONS CO-ORDINATOR (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time World Para Powerlifting Competitions Co-ordinator (f/m/x) in a multi-cultural 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 to make 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 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

World Para Powerlifting (WPPO) is the department within the IPC responsible for the administration and growth of Para powerlifting worldwide. Para powerlifting is one of the biggest sports within the Paralympic Movement in terms of the number of participating athletes and countries. It was included in the Paralympic
Games in Tokyo, Japan, in 1964 and has remained on the programme ever since, growing into one of the biggest and most attractive sports. WPPO aims to inspire Para powerlifting from around the world through opportunities to develop and perform on the international stage.

The **World Para Powerlifting Competitions Co-ordinator** is accountable to the Competitions Manager. The role will be supporting the delivery of the WPPO global competition portfolio.

**CORE RESPONSIBILITIES**

- Coordinating all the administrative functions required to deliver the WPPO competitions portfolio, including competition approvals and results;
- Maintaining the WPPO competition calendar, world and regional rankings and handling the process for competition approvals;
- Coordinating the appointment of technical officials;
- Maintaining the Sports Database Management System (SDMS), coordinating the entry process, procedures and schedules for major competitions;
- Supporting and reviewing and further developing sport technical requirements and delivery guidelines for major competitions;
- Coordinating the branding of the major events;
- Liaising with all National Paralympic Committees, National Federations, LOCs, and other stakeholders on competition related queries; and
- Providing assistance in the delivery of WPPO World Cups and major competitions and supporting other projects as required.

**CORE REQUIREMENTS**

For this position, we are looking for an energetic, open-minded individual with a passion to work as part of a team in a global sports organisation. The successful candidate has a self-starter mentality and is highly motivated, whilst being an excellent team player.

- A strong work ethic with a positive, ‘can do’ attitude, humility, and a passion for providing Para athletes with opportunities to showcase their abilities;
- Excellent organisational & administrative skills, and able to work across multiple projects and maintain deadlines in a fast paced environment;
- Attention to detail and problem solving;
- Knowledge of illustrator, CAD, or other design programmes.
- Confident and able to maintain positive attitude when under pressure and long working days in the lead-up and during competitions;
• Able to work in an international, multi-cultural environment, with respect and in the spirit of collaboration;
• Exceptional written and verbal communication and interpersonal skills;
• Relevant experience or equivalent university degree in sport management, event management, or similar; and
• Ability to travel internationally as required.

DESIRED REQUIREMENTS

▪ Experience in a sport/event management environment (for example: Organising Committee, NOC/NPC, Sport Federation, current or former athlete).
▪ Proficiency in using MS Office (experience in event/sport-related programmes, databases and systems is an advantage).
▪ Creativity is always welcomed.
▪ Fluency in English verbal and excellent written skills (knowledge of other languages is an advantage).

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 WorldParaPowerliftingJobs@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!