Vacancy

WORLD PARA SWIMMING CLASSIFICATION CO-ORDINATOR

The International Paralympic Committee (IPC) offers the position of a full-time World Para Swimming Classification Co-ordinator (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 five 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 Swimming (WPS) is the department within the IPC responsible for the administration and growth of Para swimming worldwide. WPS is committed to providing Para athletes with opportunities to showcase their abilities and achieve sporting excellence. Para swimming is practised internationally in nearly 100...
countries and has featured in every edition of the Paralympic Games, growing into one of the biggest and most attractive sports.

The **World Para Swimming Classification Co-ordinator** reports to the Head of World Para Swimming and will be responsible for supporting the development of classification, training and development initiatives and delivery of the WPS classification portfolio. For further information about World Para Swimming classification please visit: [www.paralympic.org/swimming/classification](http://www.paralympic.org/swimming/classification).

**CORE RESPONSIBILITIES**

- Co-ordinate the international classification calendar and activities in Para swimming, including providing onsite support as required.
- Maintain Para swimming classification database for all classification and related matters.
- Assist in developing and maintaining classification documents (e.g. rules and regulations, forms).
- Conduct day-to-day administrative activities for Para swimming classification operations and act as a contact person to the membership.
- Support the planning and delivery of training and development for existing and new classifiers, officials and volunteers.
- Ensure WPS compliance with the IPC Classification Code.
- Build effective relationships with the Head of Classification, the classification working groups, the volunteer classifier workforce and key stakeholders.
- Report regularly on the progress of the classification activity.
- Work closely with the Competitions team to ensure the planning and delivery of events are streamlined.

**CORE REQUIREMENTS**

- Passion for the IPC’s vision, mission and values;
- Relevant experience or university degree in sport management, sport science, kinesiology, physiotherapy, or equivalent;
- Have an interest in scientific concepts and methodologies related to sport-specific classification;
- Excellent organisational and administrative skills;
- Proven ability to meet deadlines, operate with limited supervision and multitask in a fast-changing and high pressure environment;
- Detail-oriented and meticulous work manner;
- Able to work in an international, multi-cultural environment, with respect and in the spirit of collaboration;
- Good communication skills and excellent verbal and written command in English; and
- Ability to travel internationally as required, including on weekends.
DESIRE REQUIREMENTS

• Expertise and/or experience in the field of classification and/or Para sport;
• Experience of delivering training and development workshops/sessions.
• Experience working with volunteers; and
• Proficiency in additional languages 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 WorldParaSwimmingJobs@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!