



Vacancy

# **WORLD PARA SWIMMING EVENT CO-ORDINATOR (F/M/X)**

The International Paralympic Committee (IPC) offers the position of a full-time **World Para Swimming Event 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

**INTERNATIONAL PARALYMPIC COMMITTEE**

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

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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 Event Co-ordinator** will report to the World Para Swimming Manager and is responsible for the coordination and delivery of WPS World Series.

For further information about World Para Swimming please visit [World Para Swimming News & Events \(paralympic.org\)](http://WorldParaSwimmingNews&Events.paralympic.org).

## **CORE RESPONSIBILITIES**

- Coordinate and deliver the WPS World Series in partnership with the selected Local Organising Committees (LOCs);
- Support LOCs throughout the planning and delivery of WPS Sanctioned competitions;
- Maintain and develop the competition technical requirements, equipment check lists, templates and hosting guidelines for World Para Swimming Championships, Games and World Series;
- Co-ordinate Technical Officials appointments, communications, and monitor their performance.
- Maintain the competition calendar and handle the process for registration, results, rankings, and records.
- Support the coordination of World Para Swimming Forums, Training and Development opportunities and meetings of WPS working groups;
- Co-ordinate communication with stakeholders on all Para swimming competition related inquiries and technical requirements, and liaise with relevant IPC Departments and Committees on the operational and logistical services related to WPS; and
- Provide onsite support at World Series and identified Championships/events as required.

## **CORE REQUIREMENTS**

- Experience in a sport-related environment (for example: Organising Committee, National Olympic Committee/National Paralympic Committee, Sport Federation, current or former athlete, sports science/management degree or similar);
- Understanding and experience in sport/event management and administration;
- Individual who is a self-starter and highly motivated, whilst being an excellent team player;
- Ability to think creatively and innovatively;
- Be an energetic, open-minded individual with a passion to work as part of a team in a global sports organisation;

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- Fluency in English verbal and excellent written skills;
- Proficiency in using MS Office (experience in event/sport-related programmes, databases and systems is an advantage);
- Proven ability to operate with limited supervision and ability to prioritise multiple tasks to meet overlapping deadlines in a fast-paced and changing international environment;
- Be readily available to travel internationally when required to attend competitions.

### **DESIRED REQUIREMENTS**

- Experience within Para swimming or Swimming;
- Experience as a Para swimmer or Para athlete would be advantageous;
- 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](mailto: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](http://www.paralympic.org).

**We look forward to your application!**