



Vacancy

# EVENTS SENIOR MANAGER (PARENTAL LEAVE COVER) (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time **Events Senior Manager (Parental Leave Cover) (f/m/x)** in a multi-cultural team at the IPC Headquarters in Bonn, Germany, starting in early 2025 and with a contract duration of approximately 1.5 years.

## 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.

**INTERNATIONAL PARALYMPIC COMMITTEE**

Dahlmannstraße 2, 53113 Bonn, Germany / [paralympic.org](http://paralympic.org)  
[EventsJobs@paralympic.org](mailto:EventsJobs@paralympic.org) / Tel: +49 228 2097-200 / Fax: +49 228 2097-209

## ROLE

The **Events Senior Manager (f/m/x)** is accountable to the Head of Protocol & Events and will be responsible for ensuring the co-ordination and collaboration of operational planning for the assigned portfolio of Functional Areas (FAs). The portfolio currently includes Accommodation (ACM), Paralympic Family Services (PFS) and serving as the Paralympic Family stakeholder owner with OCOGs, the IOC, and other delivery partners; in particular, focusing on where there are opportunities or challenges specific to the Paralympic Games.

This position is also the Events team liaison responsible for overseeing all operational implementation and services provided by the IPC Events team and other IPC departments for the IPC delegation at the Paralympic Games (logistics and equipment). The position will further act as a tactical and operational lead for specific major events hosted by the IPC like the IPC Athletes' Forum, Annual IPC Classification meeting etc.

## CORE RESPONSIBILITIES

- Supporting the Organising Committee of the Olympic Games (OCOG) and acting as the key liaison in planning and delivering the operations of the assigned Functional Areas (FAs) and as Paralympic Family stakeholder owner across all Games editions.
- Collaborating with FA counterparts at the International Olympic Committee (IOC) in the development of generic documents (Games Guides, policies and procedures, milestones) as well as the development of planning for specific Games editions.
- Collaborating with IPC Games Management Team to identify and resolve cross-functional issues during planning and delivery.
- Contributing to a holistic view of each Games project and priorities relevant for different stages of planning (e.g., setting strategy, detailing operational plans, implementing a readiness programme, etc.).
- Proposing solutions to current issues and forecasting future challenges, participating in decision-making, and escalating issues to appropriate levels as necessary.
- Acting as the Events team's project lead during IPC Games-time delegation for delivery of relevant and required services/resources to enable Team IPC to successfully implement/deliver their operational plans at the Games.

- Managing and maintaining oversight of the status and operational deliverables for IPC major events while continuously monitoring and anticipating opportunities, risks and issues.

## **CORE REQUIREMENTS**

For this position, the successful candidate will demonstrate at least 5-7 years of professional experience in the area of project management and/or sport management in the planning and delivery of an Olympic and/or Paralympic Games or another mega event.

- Passion for the IPC's vision, mission and values.
- High attention to detail while maintaining a holistic view of the project and its cross-functional impacts.
- Ability to respectfully collaborate with and motivate others in an international and multi-cultural environment.
- Ability to adapt and maintain a positive, solution-oriented attitude to adjusting plans and processes in complex and evolving situations.
- Proven ability to take initiative when problems arise, propose solutions, support decision-making processes, and successfully navigate changes.
- Ability to present complex information to varied audiences, both verbally and written, in an inclusive and understandable way.
- Confident, professional, calm and able to maintain a positive attitude when under pressure.
- Excellent verbal and written command of English.

## **DESIRED REQUIREMENTS**

- Experience in the area of Accommodation, Paralympic/Olympic Family Services or Venue Protocol related to the Paralympic/Olympic Games or another major sport events 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 [EventsJobs@paralympic.org](mailto:EventsJobs@paralympic.org).

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For this position, we will review applications and interview candidates on a rolling basis with a final deadline of 15 January 2025.

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 at [www.paralympic.org](http://www.paralympic.org).

**We look forward to your application!**

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