



Vacancy

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

The International Paralympic Committee (IPC) offers the position of a full-time **World Para Athletics Competitions 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.

INTERNATIONAL PARALYMPIC COMMITTEE

Dahlmannstraße 2, 53113 Bonn, Germany / paralympic.org

WorldParaAthleticsJobs@paralympic.org / Tel: +49 228 2097-200 / Fax: +49 228 2097-209

ROLE

World Para Athletics (WPA) is the department within the IPC responsible for the administration and growth of Para athletics worldwide. WPA is committed to providing Para athletes with opportunities to showcase their abilities and achieve sporting excellence. Para athletics is the biggest sport within the Paralympic Movement in terms of the number of participating athletes and countries. It was one of eight sports included in the first Paralympic Games in Rome, Italy, in 1960 and has remained on the programme ever since, consistently attracting the biggest crowds and TV audiences.

The **World Para Athletics Competitions Co-ordinator (f/m/x)** is accountable to the World Para Athletics Competitions Senior Manager and will be responsible for supporting the delivery of the global competition portfolio of World Para Athletics.

CORE RESPONSIBILITIES

- Performing administrative functions and operational aspects required to deliver the WPA competitions portfolio.
- Supporting Local Organising Committees in the planning and delivery of WPA competitions.
- Processing competition approvals and maintaining the world and regional rankings.
- Coordinating the appointment of technical officials, supporting them administratively and monitoring their performance.
- Maintaining the Sports Database Management System (SDMS) and the WPA website.
- Participating in the review and development of sport technical requirements and delivery guidelines.
- Reviewing and updating the qualification criteria and entry standards for WPA competitions.
- Developing collaborative relationships and liaising with all National Paralympic Committees, National Federations, LOCs, and other stakeholders on competition related matters.
- Providing assistance in the delivery of WPA major competitions.

CORE REQUIREMENTS

- Passion for the IPC's vision, mission, and values.
- A strong work ethic with a positive 'can do' attitude, humility, honesty, and a passion for providing Para athletes with opportunities to showcase their abilities.
- Excellent organisational & administrative skills, with ability to work across multiple projects and maintain deadlines in a fast-paced environment.
- Experience working with volunteers and ability to foster a positive and cooperative environment.
- Confident and able to maintain a 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.
- Fluency in English both verbal and written, with exceptional communication and interpersonal skills.
- Ability to travel internationally as required.

DESIRED REQUIREMENTS

- Paralympians or Para athletics athletes.
- Experience in Para athletics or athletics.
- Experience in Para sport, including knowledge of classification.
- Experience in planning and operations of Para sporting events.
- Knowledge of sport administration.
- Relevant experience or equivalent university degree in sport management, event management, business or similar.
- 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 a pdf of your CV and cover letter in English to WorldParaAthleticsJobs@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!