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INTERNATIONAL FEDERATION OF **SPORT CLIMBING**
www.ifsc-climbing.org

Job Offer

IFSC Sport Officer

Reporting to:	IFSC Sport Director
Location:	IFSC HQ, Torino, Italy
Travel:	To IFSC institutional meetings, World Cups and World Championships and other events when necessary. Availability to work during weekends
Type of Contract:	Employee, full time Until 31 December 2017 with possibility of renewal
Salary:	Entry-level position

About the IFSC

The IFSC is the recognised International Federation for Sport Climbing and therefore manages the development of the Sport across the 5 continents.

It is an exciting period of growth: Sport Climbing is in the programme of the Tokyo 2020 Olympic Games and Buenos Aires 2018 Youth Olympic Games and global interest for the sport is booming worldwide.

The IFSC represents 87 National Federations grouped under 4 Continental Councils (Asia, Europe, Oceania, Pan-America).

The IFSC Calendar has an average of 40 events including World Championships, Youth World Championships, World Cups and Continental Cups and Championships.

The Events are the main activity of the IFSC and are crucial for the development/strategy of the organisation.

Job description

The Sport Officer shall make sure that steps and deadlines regarding outcomes of the Sport programmes are efficiently met.

Under the direction of the Sport Director and with the help of experts and members of the IFSC Technical Commissions, the employee will ensure the different Sport programmes (regulations changes and improvements, consultative groups) are conducted within the defined schedule and in collaboration with the other IFSC stakeholders (e.g. Event Officer, Technical Delegates, Administration Department...).

In particular, the Event Officer will be responsible for:

- Defining and updating the Agenda of the Sport Department with the different stakeholders of the IFSC;
- Coordinating the discussions and works inside the Sport Department as per the Agenda;
- Following the discussions in the different levels of the Sport Department (ref. Sport Department Regulations);
- Preparing meetings outcomes and ensuring transmission of information to the other levels of the Sport Department;
- Preparing Sport Department meetings and related documents.



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The position may require to be involved on a temporary basis in other IFSC projects, depending on the IFSC agenda workload or event occurrence.

Structure of reporting

The IFSC is a non-profit organisation gathering National Federations as members and with elected and appointed volunteer officers. The coordinating role of the position implies the following:

- The Officer reports to the IFSC Sport Director regarding his/her general work and sport matters. However, when involved in projects pertaining to another department, the position shall follow the direction set by the relevant Department Director or the General-Direction.
- As part of the IFSC Staff, the Officer shall also report to the IFSC Executive Board, in particular (and depending on the subject) to the IFSC Vice President for Sport & Events.

Requirements

Experience

- University degree, preferably in project management
- Preferred 2-3 years of experience in project management
- Interest and understanding of Sports Events
- Interest and understanding of non-profit organisations
- Interest in Sport Climbing

Skills

- Flexibility
- Team player
- Strong organisational and communication skills
- Problem solving and innovation capacities
- Autonomy
- Able to understand and grasp international cultural diversity
- Able to integrate into a global and sometimes virtual organisation

Language

- Fluent in English
- Any other language is a plus

IT Skills

- Microsoft Office Suite or similar
- IT-oriented: the position requires management of around 10 different IT platforms for Visio & Project planning

Contact:

Please send your resume and cover letter to the IFSC Office (administration@ifsc-climbing.org) no later than **13 July 2017**.

Job interviews will take place before the end of July 2017 at the IFSC HQ: The IFSC Office will send you more information in case you are selected for the interview.