



Call for Applications Position of Assistant Sport Director, World ParaVolley

Background

The World ParaVolley Board recently decided to openly advertise the newly created position of Assistant Sport Director.

It is envisaged that the successful Applicant **may** become the World ParaVolley Sport Director if elected at the General Assembly, when the current Sport Director, Denis Le Breuilly, retires. Mr. Le Breuilly's retirement **may** occur in July 2018, or earlier, depending on his personal circumstances.

The Assistant Sport Director will "shadow" the current Sport Director for a period of time due to the learning required and the complexities of the position. This will involve assuming responsibility for certain aspects of the Sport Director role as agreed from time to time.

The Assistant Sport Director is not a member of the World ParaVolley Board and will report directly to the Sport Director.

The process

Written applications are invited for the position and should address the Job Description below (which is necessarily the Sport Director Job Description) and include an appropriate C/V or Resume with contact details. (There is no specific format required.) Character references may also be submitted.

The Application should contain a signed statement to the effect that all submitted information is true and valid.

Applications close on 15 September 2017 and should be submitted to the World ParaVolley General Manager (generalmanager@worldparavolley.org) and copied to the Sport Director (sportdirector@worldparavolley.org).

The Board has appointed an Interview Committee that will short-list and interview candidates using Skype or another agreed communication method. The Interview Committee will make a recommendation to the World ParaVolley Board for the approval of a preferred candidate.

Attached is the Sport Director's Job Description to provide the potential Assistant Sport Director an understanding of the role.

JOB DESCRIPTION

Position Title:	Sport Director
Method of Appointment:	Elected by the General Assembly two years after the Paralympic Games
Period of Office:	Four years
Responsible to:	The President and Board of Directors
Date Updated:	August 2017

Organisation statement:

World ParaVolley is a member of the International Paralympic Committee (IPC) and is recognised by IPC as the sole International Federation with worldwide responsibility for volleyball for athletes with a physical impairment.

World ParaVolley aims to deliver a variety of the highest quality ParaVolley programs and competitions for athletes with a physical impairment through the implementation of effective governance, development, training, education, research and event management activities.

Description of Position:

As a member of the Board of Directors, the Sport Director is responsible for providing leadership on all technical matters related to all disciplines of World ParaVolley that include Sitting, Standing and Beach Volleyball. The role involves providing leadership, direction and support for the Technical, Referee, Coaches, ParaVolley Beach and Sport Research Commissions. Additionally, the Sport Director leads the Sport Sub-Committee of the Board and is responsible for contributing to the strategic planning of the organisation and liaising and communicating with the International Paralympic Committee, the FIVB and other international bodies on technical matters. The Sport Director leads the World ParaVolley Sport Department.

Reporting and Working Relationships:

The Sport Director reports to the President, Board of Directors and the General Assembly and works co-operatively with all Commissions, Committees and World ParaVolley Members (including National Federations, NPCs and organisations for persons with a physical impairment).

Duties and Responsibilities:

Ensure the provision of quality technical leadership by:

1. Making recommendations to the Board of Directors for the appointment of the Chairpersons of the relevant Commissions
2. Liaising with and advising the Chairpersons of all relevant Commissions and Committees
3. Providing technical advice to the Board of Directors on matters such as ParaVolley equipment and facilities
4. Leading the Sport Sub-Committee of the Board

5. Being a member of the Grants Sub-Committee of the Board
6. Communicating with the International Paralympic Committee on technical matters specific to Sitting Volleyball and the Paralympic Games
7. Participating in the development of Grant Applications to external organisations such as the IPC and the Agitos Foundation and facilitating the delivery of the planned project outcomes
8. Leading the ongoing development and review of Sport Department publications such as the Rules of the Game(s), the Discipline Regulations, By-Laws, the Sport Regulations Handbook and the Event Management Handbook
9. Maintaining up to date records of all activities including competitions, meetings, inspection visits, Paralympic Games, event reports, training and education programs, grant applications and HR training certification records

Contribute to the strategic planning and direction of World ParaVolley by:

1. Participating in discussion and planning with relevant stakeholders
2. Assisting with monitoring the progressive achievement of the outcomes of the Strategic Plan
3. Attending Board and other relevant meetings
4. Assisting in Board decision-making
5. Providing regular written reports to the Board

Contribute to the ongoing development of ParaVolley by:

1. Liaising with the Chair of the Technical Commission on competition matters
2. Liaising with the Chair of the Referee Commission on officiating matters
3. Liaising with the Chair of the Coaches Commission on coaching matters
4. Liaising with the Chair of the Sport Research Commission on research projects
5. Liaising with the Chair of the Beach Commission on competition matters
6. Liaising with the Board's Development Director, Marketing Director and Medical Director
7. Liaising with World ParaVolley Members (National Federations, NPCs and disability organisations)

Ensure the forward planning and management of the International Programme of Events and annual competition calendar by:

1. Liaising with the Chair of the Technical Commission and Zone Committees
2. Communicating with World ParaVolley Members to advise and assist them with the bid process to host international competitions
3. Recommending to the Board of Directors the planned official international competition calendar
4. Recommending to the Board the appointment of Technical Delegates to World ParaVolley competitions, Regional Games and IPC events
5. Liaising with the relevant personnel on the appointment of ITOs to events

Ensure proper processes are followed by complying with the Constitution and policies established for the conduct of World ParaVolley activities.

Undertake any other reasonable duties as requested by the Board of Directors and the President.

Skills and Knowledge:

Essential:

1. A detailed and comprehensive understanding of all technical aspects of the ParaVolley sport disciplines and Volleyball at the international level
2. The ability to provide leadership to the relevant Commissions and Committees of World ParaVolley
3. The ability to work co-operatively with other Board members to plan and develop World ParaVolley
4. Sound organisational, time management and administrative skills
5. Efficient and effective communication skills based on a consultative approach
6. A working knowledge of information technology
7. A thorough understanding of the Constitution, structure, processes, policies and procedures of World ParaVolley
8. An ability to liaise effectively with World ParaVolley Members, the International Paralympic Committee, the FIVB and other world sporting bodies
9. A respect and appreciation of the cultural differences within the World ParaVolley community
10. Competencies in the English language, verbal and written

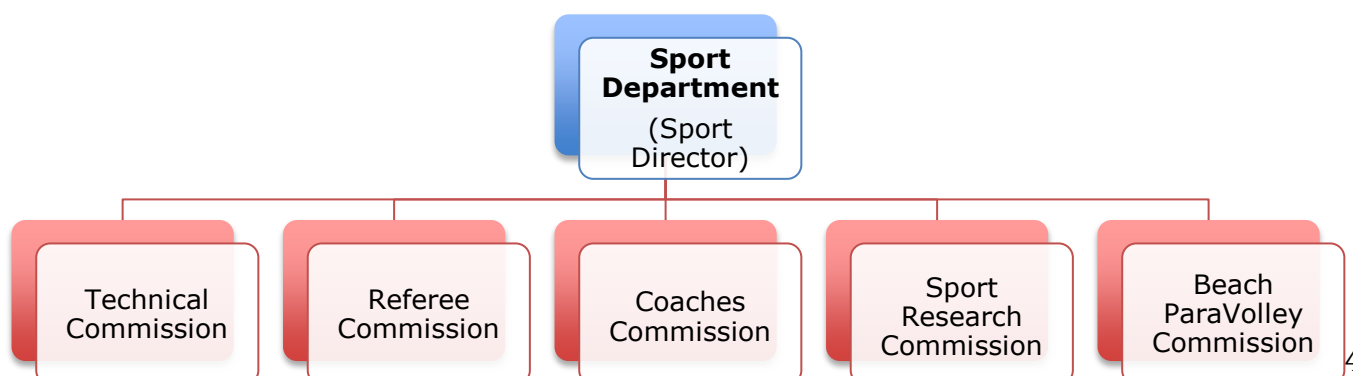
Desirable:

1. A basic understanding of financial management and reporting particularly as it relates to individual projects
2. The ability to work co-operatively with external providers and sponsors

Experience:

1. Comprehensive technical experience in the international sports of ParaVolley and/or Volleyball, including practical experience in all disciplines
2. Extensive experience in managing staff and volunteers
3. Experience in interacting with international sporting officials
4. Experience in working as a member of a Board of Directors
5. Comprehensive experience in the effective use of communication tools
6. Experience in interacting and working with people from a variety of cultures and religions
7. Experience in lodging timely grant applications, project delivery and report writing

Organisational Chart:



See chart below for the relationship of this position to the organisation as a whole.

