

International Padel Federation

JOB SPECIFICATION



Title of Position:	Technical Coordinator & Manager
Location:	Home Office Basis
Type of Appointment:	Part Time
Date:	1 st July 2018

A. General Context

The International Padel Federation was established 27 years ago in Madrid, with the objective to grow and promote on a worldwide scale the sport of Padel, which was invented in Acapulco, Mexico, by Enrique Corcuera in 1962.

Its main missions are:

- Foster the growth and development of the sport of Padel for everyone and on a worldwide basis.
- Promote universally the development of the game of Padel for all levels and ages, for both able-bodied and disabled men and women.
- Federate all affiliated regional federations, national member federations, clubs, players, coaches, padel industries and all partners.

Its current governance structure is spread internationally, with a legal address in Lausanne, but its current General Secretary operating from Spain, the President and Treasurer are in Italy, the Technical Adviser in Malaga, the Community Manager in Barcelona, and the Board members in Canada, Mexico, Brazil, Uruguay and Belgium.

As a fast-growing sport, the FIP is looking to grow its existing team to continue improving its organization, governance and better serve its community.

B. Location

Home Office, with mandatory presence to the upcoming championships. Moving to Lausanne, or spend there a certain quantity of working days (tbd), will be expected once the operating offices are opened there.

C. Position

Reporting to the President and the Sports Director (SD), you will be in charge of handling all technical queries from national federations, maintain all technical records (rules, regulations, handbooks, manuals, rankings, etc.) and also be involved in managing umpires and supervisors.

Some of the responsibilities will be:

- Create and set up new official files and distribute records, reports and documentation to NAs, CFs and Board of Directors.
- Manage all official upgrades – includes updating records, letters.

- Prepare and update Officials', Supervisors', Directors' and Umpires' records and documentation following competitions. Update workrooms.
- Generate reports/lists of officials etc., for uploading to website and records.
- Update competition files with tournament documentation, including rankings.
- Logging and Archiving of competition documentation.
- Gather and manage the Anti-Doping certificates and files, distribute information and assist the educational programmes.

Analyzing how other international federations are structured and governed, specifically for their technical and sport departments, synthesizing this information and making recommendations for the FIP will typically be part of your responsibilities.

And any other reasonable task that the Employer may ask of the Employee.

D. Profile sought after

- Minimum a Bachelor's degree.
- Solid knowledge of Padel.
- A previous experience in a similar role is considered an advantage.
- Demonstrated superior skills in relationship building.
- Entrepreneurial and autonomous.
- Fluency in English and Spanish; fluency in French would be a strong asset and so would be any other languages.
- Willingness to travel.

Other Qualifications

- Ability to multi-task and manage multiple priorities.
- Interest in data, strong administrative skills.
- IT skills, fluent with Microsoft Office.

Other Personal Attributes

- Customer service orientation, friendly, polite and well presented.
- Highly developed sense of order, satisfaction from things running well.
- Capable of setting a high standard of administrative professionalism.
- Accurate, methodical, and timely approach to work is necessary.
- Gain satisfaction from assisting the others and a good team player.
- Sense of tact, diplomacy and initiative with a "can-do" approach to situations.
- "Coaching" perspective toward the Technical Staff of the NF.

E. Term and Compensation

This is a mainly part-time position, and full-time position along official events, with a commitment to serve till the opening of the operating offices in Lausanne, when it will be decided the job-place where it must be performed.

Compensations are to be discussed.

Two-months test-period assignment with option to confirmation.

If you are interested and available from October 1st, 2018, please send your application letter and CV for the attention of secretaria@padelfip.com before September 15th, 2018.