

# International Padel Federation

## JOB SPECIFICATION

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<b>Title of Position:</b>	<b>Executive Assistant - General Secretary' &amp; President's Office</b>
<b>Location:</b>	Home Office Basis
<b>Type of Appointment:</b>	Part Time
<b>Date:</b>	1 <sup>st</sup> July 2018

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### A. General Context

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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.

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### B. Location

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Home Office, with mandatory presence to the upcoming championships and to some board meetings.

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### C. Position

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Reporting to the current GS and the President, you will assist them with strategic projects, on topics such as.

- Governance,
- Membership development,
- Performance improvement,
- Sport development.

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

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The objective will be to **prepare you for taking over the role of General Secretary in few months at home office basis, it should be requested short periods of presence in the Operative Offices of current GS and President, and for the future international headquarters in Lausanne.**

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

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#### **D. Profile sought after**

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- Minimum a Bachelor's degree.
- A first experience with an IF.
- Excellent oral and written communication skills in English (writing and speaking) combined with verbal fluency in Spanish; fluency in French would be a strong asset.
- Solid analytical skills demonstrating while completing studies and collecting data.
- Proven entrepreneurial mindset.
- Ideally, a first experience in an administrative leadership role, including management of strategies, priorities, people, processes, performance and budgets.
- Willingness to travel.

#### **Other Qualifications**

- Ability to multi-task and manage multiple priorities.
- Strong administrative skills.
- IT skills, fluent with Microsoft Office.
- Padel knowledge considered an advantage.

#### **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 GS of the NF.

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#### **E. Term and Compensation**

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This is a part-time position with a commitment to serve till the opening of the operating offices in Lausanne.

Compensations are to be discussed depending on experience.

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

If you are interested and available from October 1<sup>st</sup>, 2018, please send your application letter and CV for the attention of [secretaria@padelfip.com](mailto:secretaria@padelfip.com) before September 15<sup>th</sup>, 2018.