

FISU Regional Event Coordinators (REC)

International University Sports Federation

Since its founding in 1949, the International University Sports Federation (FISU) is the key driver to expand the role and reach of university sport around the world. FISU believes that sports values and sports practice work in perfect synchronicity within one's university studies. FISU offers opportunity and inspiration to students around the world to play sport. The health, wellbeing, and experiences that students gain from sport help them become exemplary leading members of society. Hence, FISU's motto of 'Today's Stars, Tomorrow's Leaders.' In keeping with this adage, FISU organises world-class sports and educational events, all with the mission of providing university students with the opportunities to pursue excellence in mind and body.

Regional Event Coordinators

As a Regional Event Coordinator (REC), you will be cooperating with the World University Championships and University World Cups Department (WUC & UWC). This department assists and oversees all operational, administrative and logistical aspects to ensure the success of the World University Championships and University World Cups. The team serves as the link between Organising Committees, National University Sport Federations (NUSFs) and International Federations of the respective sports in our programme.

Your main task as a REC will be supporting the FISU staff in delivering the WUC season, that takes place during every even-numbered year by being appointed to attend some Championships. WUCs are either single sport or small cluster events, and thus they give cities and often universities the chance to host a major international sports event with minimum cost and complexity.

The WUC Programme is constantly evolving and an average of 25 to 30 events are held each season.

Job Offer

1. Offer description

Department: &	World University Championships & University World Cups (WUC UWC)
Function:	FISU Regional Event Coordinators (REC)
Activity Level:	100% (on mission)
Deadline to apply:	30.09.2020
Applications assessment:	October 2020
Official appointment:	November 2020

2. Main tasks

- The FISU REC oversees all necessary actions for the good running of the mission he/she is appointed for.
- The FISU REC assists and reports to FISU WUC & UWC Department.
- The FISU REC shall follow, with the WUC & UWC Department, all preparatory actions of a FISU WUC and attend the event itself, as well as taking part in all required post-event duties.

3. Responsibilities

Generic responsibilities:

- Participation in the FISU WUC/UWC Seminar and accompany 2020 WUC as observer.
- Respect and apply the FISU's policies, procedures and guidelines.
- Assist FISU WUC & UWC Department to look for hosts in their region.
- Assist FISU WUC & UWC Department in event coordination in their region.
- Maintain a regular contact (email, phone, skype call) with FISU WUC & UWC Department.

Mission responsibilities:

Before the event:

- Attending inspection visits and test events when requested by FISU.
- Report to FISU WUC & UWC Department and provide the necessary feedback to the OC.
- Be in close contact with respective Organising Committee during all the preparation phase.
- Follow-up on the correspondence between the FISU WUC & UWC Department and the OC.
- Develop and maintain positive relations with key stakeholders.

During the event:

- Represent FISU as Regional Event Coordinator at events.
- Oversee the running of the event with the OC.
- Assist the FISU CISCA and FISU Technical Committee on-site in their duties.
- Coordinate all official ceremonies together with the CISCA Chair.
- Manage FISU Observer Programme for the transfer of knowledge to future OCs.

After the event:

- Send a final report to FISU WUC & UWC Department.
- Review and propose updates for FISU Guidelines and Requirements.
- Collect and transfer necessary information and material to FISU office.

4. Position Experience and Skills Requirements

- ✓ Proven administrative experience in sports industry, preferably in FISU events and/or university sports.
- ✓ Proactivity / Autonomy / Time Management.
- ✓ Fluent in English (C2). Other languages are a plus.
- ✓ Strong team player and team management skills.
- ✓ Good communication and presentation skills / Ability to synthesize.
- ✓ Flexibility / Adaptability to travel.
- ✓ Pressure / Stress Management.
- ✓ Excellent command of Microsoft Office and ability to follow the internal user rules (Outlook, FISU OAS, etc.).

5. Type of contract

- Two years external consultant contract 2021-2022 (renewable).
- Specific agreement signed for each event during that period.
- Activity level: 100% during the mission days – Follow-up of communications before each mission
- Variable mission duration

6. Conditions

- Daily allowance (including travel days)
- Full board during mission days
- Travel conditions according to FISU Travel Policy (ticket category, etc.)
- Extra expenses reimbursed according to FISU reimbursement policy
- FISU travel insurance coverage

If you meet the position requirements, **we want you!** We are a dynamic international sports federation and would gladly receive your application, accompanied by a motivation letter at championships@fisunet