

**Staff position available – IWAS** (International Wheelchair & Amputee Sports Federation)

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<b>Position:</b>	IWAS Sports Co-ordinator
<b>Salary:</b>	£17,000 - £20,000 ( <i>Dependent on experience</i> )
<b>Location:</b>	Aylesbury, Buckinghamshire (remote working days available)
<b>Hours of Work:</b>	Full time – office based
<b>Type of Contract:</b>	Permanent position
<b>Start date:</b>	3 February 2020

**Closing date for applications:** 21 January 2020

IWAS is a vibrant and constantly growing Federation providing opportunities for persons with physical disability to participate in sport from grass roots to elite level. IWAS also serves as the International Federation for Paralympic Sport of Wheelchair Fencing.

To accommodate the growth of sport ahead of Tokyo 2020 Paralympic Games and beyond, we are looking to employ a full time Sports Co-ordinator with immediate start.

The post will require regular international travel and the following competencies:

- Demonstrates excellent organisational abilities
- Complete accuracy and attention to detail at all times in recording data
- Ability to work to tight deadlines
- Interpersonal skills demonstrated when dealing with persons of all levels.
- Deals with a range of personnel from different nations and cultures requiring a high degree of cultural sensitivity
- Ability to work as a team member in all aspects of the role

**JOB DESCRIPTION****Objective**

To undertake co-ordinating duties to ensure IWAS Sports operates effectively.

**Competitions**

- Distribute annual 'call for bids' widely to secure hosts for future competitions & events
- Collate all applications for future competitions, events and Games
- Prepare contracts utilising the contract templates in consultation with the CEO
- \*Monitor invoicing for IWAS sanctioned competitions.
- Liaise with Commissions to ensure International Attendees are appointed for competitions.
- Attend IWAS competitions as directed by CEO

**Development**

- Support the IWAS Head of Operations and Wheelchair Fencing Development Officer to deliver development programmes.

**Classification**

- Collate and acknowledge all classification requests
- Update the online classification systems
- Ensures the protection of classification data of athletes and implementation of data protection regulations including GDPR.
- Co-ordinate responses relating to all classification issues.

The above list of principal accountabilities is not exclusive or exhaustive.