

## JOB OFFER

JOB TITLE:	<b>Sport Assistant - Aquatics &amp; Water Polo</b>
REPORT TO:	Sport Director Aquatics & Sport Director Water Polo
RESPONSIBLE FOR:	Aquatics & Water Polo Operations
TYPE OF CONTRACT:	Full-time
WORKING HOURS:	40h / week
START DATE:	As soon as possible

### Job Purpose:

The Sport Assistant Aquatics and Water Polo will be based at LEN – European Aquatics headquarters in Nyon, Switzerland. He/she will be in charge of supporting the daily operations and competitions related to Aquatics and Water Polo.

### Key responsibilities:

The position holder will contribute to the achievement of the performance targets, aims and objectives of the organisation through the following:

- **Aquatics (Swimming & Masters disciplines)**
  - Liaison with the member federations
  - Draft communications with relevant information and updates towards World Aquatics, internally, member federations and LOCs
  - Assist in preparing bidding documents and providing relevant information for / to competition host nations
  - Assist in preparing events' contracts
  - Assist in organizing and co-hosting meetings (in-person and online)
  - Assist in organizing and coordinating any necessary meetings (in-person and online), including the relevant Technical Committees' meetings, communications, etc.
  - Create, store and update LEN competition documents following the organization's guidelines
  - Assist in collecting and reviewing various travel plans connected to Aquatics operations
  - Create and circulate reports for LEN yearly planning and relevant events
  - Available to attend site visits
  - Assist in managing the LEN calendar
  - Be actively involved in brainstorming of ideas to further develop European Aquatics
  - Assist in managing the various LEN swimming and Masters events throughout the year, remotely and on-site

- **Water Polo (National and Club competitions)**
  - Liaison with the member federations and water polo clubs
  - Permanent contact and collaboration with LEN Member Water Polo Federations or Water Polo departments of the Federations and Clubs.
  - Assist in preparing bidding documents and providing relevant information for / to all competitions
  - Assist in preparing events' contracts
  - Assist in organizing and coordinating any necessary meetings (in-person and online), including the Technical Committee's meetings, communications, preparing relevant documents, etc.
  - Assist in coordination, with LEN TWPC Commission, LEN water polo director and LEN water polo manager on the work of LEN TWPC Subcommittees, preparation and archiving of all documents.
  - Assist on preparation of the proposal for Regulations and Calendar of all LEN Water Polo Competitions.
  - Collecting of all entries for the Clubs and National teams LEN Water Polo Competitions.
  - Assist in preparations for LEN Water Polo Competitions' draws;
  - Assist in preparation of all necessary documents, in collaboration with the LEN TWPC Commission, for the work of the LEN TWPC Delegates.
  - After confirmation of the appointment of judges and delegates by the LEN TWPC commission, assist in communication with all interested parties through the LEN office (travel, daily allowances, etc.).
  - Administrative management of ITC (transfers).
  - Be actively involved in brainstorming of ideas to further develop and promote the sport of Water Polo.

**Qualifications & Experience:**

- University degree (Sports, Management, Marketing, etc.); Master's degree will be considered an asset
- Relevant experience in event management and good knowledge of sport, and specifically aquatics, sport background (team or individual sport) will be considered an advantage
- Fluent in oral and written English
- Additional languages are an asset
- Tech savvy
- Graphic software and project management tools are an asset

**Additional:**

- Self-motivation and positive attitude
- Solution-oriented
- Show integrity and fairness, be equitable and ethical in approach. Protect confidential information, adhere to policies and demonstrate loyalty to sport and a high-performance organization
- Strong sense of responsibility and ability to complete tasks with minimal supervision (after an appropriate induction period), proactivity
- Good organizational and time management skills
- Ability to research, analyze and present material clearly and concisely
- Attention to detail
- Flexibility and adaptability to juggle a range of different tasks

**Salary & Details:**

The annual gross salary (before deduction of compulsory withholding tax and social security contributions) will be commensurate to the specific qualification of the successful candidate and payable in thirteen monthly instalments at the end of each month.

- We are an equal opportunity employer.
- We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. The successful candidate will be hired for an indefinite period of time, with a probation period of 3 months.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation, through appropriate processes of consultation and the mutual agreement of both parties.*

Applications are to be sent to [LENoffice@len.eu](mailto:LENoffice@len.eu).