

**JOB TITLE: Aquatics Social Responsibility Project Manager**

**REPORTS TO: Executive Director**

**RESPONSIBLE FOR: European Aquatics Development**

**TYPE OF CONTRACT: Full-time**

**WORKING HOURS: 40h / week**

**LOCATION: Possibility for working arrangements with need to travel on regular basis to the European Aquatics HQ (Nyon, Switzerland) and across Europe**

**START DATE: Position to be filled as early as possible**

European Aquatics is the European governing body overseeing aquatics sports (Swimming, Open Water Swimming, Artistic Swimming, Diving, High Diving, Water Polo).

Committed to promoting social responsibility within the aquatic community, European Aquatics is seeking for a dynamic and experienced project manager to drive the implementation of its Aquatics Social Responsibility (ASR) initiatives.

### **Key tasks and responsibilities**

- Conduct a comprehensive survey to assess the current state of ASR initiatives within European Aquatics and its affiliated National Federations.
- Evaluate ongoing and projected actions and programmes related to ASR.
- Provide insightful recommendations and advice based on data analysis.
- Collaborate with relevant stakeholders to ensure alignment with organizational objectives.
- Facilitate the development of a detailed ASR action plan, including timelines, priorities, budget, human resources, and KPIs.
- Facilitate information-sharing sessions with stakeholders to communicate European Aquatics' ASR global vision.
- Engage and mobilize stakeholders to embrace the ASR strategy.
- Define and assign roles and responsibilities to key stakeholders.
- Create essential tools such as guidelines and the Event ASR charter.
- Implement a comprehensive 360° communication plan.
- Ensure the long-term implementation of ASR initiatives by European Aquatics and stakeholders.
- Provide regular reports on each action and assess progress against established KPIs.

### **Qualifications, experience & personal characteristics**

- **Education** - Bachelor's degree in a relevant field (e.g., Sports; Education). Enrolled or holding a higher degree in a relevant field is a plus (PhD in sports sciences or education).
- **Professional knowledge and experience** - Supporting skills development and promoting employability aligned with the sustainable development challenges is sport organizations, forge the new profiles of the head of sustainability, eco-athlete and CSR. Past or present involvement



in aquatic sports organizations in charge of learning to swim and prevent drowning projects (water safety and accessibility). Past or present involvement in EU Funding projects, under the three thematic fields Health, Innovation and Green and Sustainable Sport.

- **Language** - Fluent in oral and written English. Any additional European language will be considered an advantage.
- **Ethical standards** - Adherence to high ethical standards and understanding the importance of confidentiality, especially when dealing with sensitive financial information, is mandatory for the role. Shows integrity and fairness.
- **Communication & interpersonal skills** - Proven strong communications and interpersonal skills are essential for effectively managing tasks and collaborating across departments. Ability to research, analyse and present material clearly and concisely.
- **Adaptability and flexibility** - Being adaptable to different business practices, regulations and situations is crucial.

### **Additional**

- Demonstrated passion and interest in Project Management, specifically in Sports or Social Responsibility initiatives.
- Self-motivation and positive attitude.
- Solution-oriented, proactive, and attentive to details.
- Strong sense of responsibility and ability to complete tasks autonomously (after an appropriate induction period).
- Good organizational and time management skills.
- Flexibility and adaptability, multitasking.
- Tech savvy.

### **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 based on race, religion, skin colour, 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.*



*We appreciate all applications, however, only candidates successfully meeting the job requirements will be contacted for the next stage of the selection process. Thank you for your understanding.*

Applications are to be sent via e-mail to the following e-mail address: **[lenoffice@len.eu](mailto:lenoffice@len.eu)**