

**JOB TITLE: European Aquatics Academy Project Manager**

**REPORTS TO: Executive Director**

**RESPONSIBLE FOR: European Aquatics Development**

**TYPE OF CONTRACT: Part-time.**

**WORKING HOURS: 20h / week**

**LOCATION: Possibility for flexible 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 aquatic sports (Swimming, Open Water Swimming, Artistic Swimming, Diving, High Diving, Water Polo).

Committed to play a pivotal role in shaping the future of aquatic sports education in Europe, contributing to the growth and development of coaches, athletes, officials, and national federation managers.

### **Key tasks and responsibilities**

- Mobilize and coordinate a pool of experts in aquatic sports, entrepreneurs, and scholars.
- Facilitate the development of curricula for coaches, officials, athletes, and national federation managers.
- Coordinate the review and updating of existing educational materials into courses.
- Liaison in the selection and training of instructors with subject matter expertise.
- Establish a system for individuals to register for courses and certifications.
- Prepare the logistics for onsite training, online and hybrid learning.
- Provide insightful recommendations and advice based on data analysis.
- Collaborate with relevant stakeholders to ensure alignment with organizational objectives.
- Facilitate information-sharing sessions with stakeholders to communicate the global vision of the European Aquatics Academy.
- Engage and mobilize stakeholders to embrace the European Aquatics Academy strategy.
- Implement a comprehensive 360° communication plan.
- Ensure the long-term implementation of European Aquatics Academy 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).
- **Professional knowledge and experience** - Enrolled previously in any aquatic sports organization institution in charge of educational programs. Enrolled previously in creation of education plans either in universities or federation. Knowledge and understanding of aquatic sports education and development and, latest educational trends. Aware of cultural diversity within the European Aquatics community and showing a global-mindset.



- **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 educational 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)**