



World ParaVolley

JOB DESCRIPTION

Position Title:	Sport Director
Method of Appointment:	Elected by the General Assembly two years after the Paralympic Games
Period of Office:	To the end of 2022 (thence for 4 years)
Responsible to:	The President and Board
Date Updated:	November 2021

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Organisation statement:

World ParaVolley (WPV) is a member of the International Paralympic Committee (IPC) and is recognised by IPC as the sole International Federation with worldwide responsibility for volleyball for athletes with a physical impairment. *World ParaVolley's* Mission is to encourage the growth and development of volleyball for athletes with a physical impairment in all nations of the world through an organised programme of education, instruction, promotion and competition, aimed at stimulating athletes and officials to join the worldwide volleyball family.

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Description of Position:

As a member of the Board of Directors, the Sport Director is responsible for providing leadership on all technical matters related to all disciplines of World ParaVolley that include especially sitting volleyball, and beach paravolley. The role involves providing leadership, direction and support for the Technical, Referees, Coaches, Beach and Scientific Research Commissions. Additionally, the Sport Director is responsible for contributing to the strategic planning of the organisation and liaising and communicating with the International Paralympic Committee, the International Volleyball Federation and other international bodies on technical matters. The position requires constant attention to the duties at an operational level.

Reporting and Working Relationships:

The Sport Director reports to the President, Board of Directors and works co-operatively with Commissions, Committees and World ParaVolley Members.

Duties and Responsibilities:

Ensure the provision of quality technical leadership by:

1. Liaising and advising the Team Leaders of all relevant commissions and committees
2. Providing technical advice to the Board of Directors
3. Communicating with the International Paralympic Committee on technical matters specific to sitting volleyball and the Paralympic Games.

Contribute to the strategic planning and direction of World ParaVolley by:

1. Participating in discussion and planning with relevant stakeholders
2. Assisting with monitoring the progressive achievement of the outcomes
3. Attending Board and other relevant meetings
4. Assisting in Board decision-making.

Contribute to the ongoing development of ParaVolley by:

1. Raising competition issues with the Team Leader of the Technical Commission
2. Raising refereeing and officiating matters with the Team Leader of the Referees Commission
3. Raising coach development issues with the Team Leader of the Coaches Commission
4. Raising Beach ParaVolley issues with the Team Leader of the Beach Volleyball Commission
5. Working co-operatively with and providing advice to the Team Leader of the Scientific Research Commission on matters of research.

Ensure the forward planning and management of the International competition calendar by:

1. Liaising with the Team Leader of the Technical Commission and Zone Committees
2. Communicating with member countries advising them on the bid process to host international competitions
3. Recommending to the Board of Directors the planned official international competition calendar and the hosts of World ParaVolley competitions
4. Recommending to the Board the appointment of Technical Delegates to World ParaVolley events.

Ensure the forward planning and management of technical official, international referee and coach courses by liaising with the Team Leader of the relevant Commission and the Development Director.

Act as a member of the Grants Sub-Committee of the Board to manage the IPC Sport Grant, the Agitos Foundation Grants and other grant applications.

Provide support and advice to the Marketing Director and the Development Director by updating them on the activities of the Sport Department.

Ensure proper processes are followed by complying with the Constitution and policies established for the conduct of World ParaVolley activities.

Undertake any other reasonable duties as requested by the Board of Directors and the President.

Skills and Knowledge:

Essential:

1. A detailed and comprehensive understanding of all technical aspects of the sport of paravolley and/or volleyball at the international level
2. The ability to provide leadership to the relevant Commissions and Committees of World ParaVolley
3. The ability to work co-operatively with other Board members to plan and develop World ParaVolley
4. Sound organisational, time management and administrative skills
5. Efficient and effective communication skills based on a consultative approach
6. A working knowledge of information technology
7. A thorough understanding of the Constitution, structure, processes, policies and procedures of World ParaVolley
8. An ability to liaise effectively with the International Paralympic Committee, the International Volleyball Federation and other world sporting bodies
9. A respect and appreciation of the cultural differences within the World ParaVolley community
10. Competencies in the English language, verbal and written

Desirable:

1. A basic understanding of financial management and reporting, including the ability to secure funding for technical activities and events.
2. The ability to work co-operatively with external providers and sponsors.

Experience:

1. Comprehensive technical experience in the international sports of paravolley and /or volleyball, including practical experience in all disciplines
2. Extensive experience in managing staff and volunteers
3. Experience in interacting with international sporting officials
4. Experience in working as a member of a Board of Directors
5. Comprehensive experience in the effective use of communication tools
6. Experience in interacting and working with people from a variety of cultures
7. Experience in submission and report writing