



ANTI-DOPING EDUCATION MANAGER

ROLE DESCRIPTION

PURPOSE

The Education Manager's role contributes to World ParaVolley's Anti-Doping program by providing an education plan/program to enable athletes, their support personnel, and other target groups to make informed decisions and act in accordance with anti-doping rules and the values of clean sport.

ROLE SUMMARY

The education manager role is responsible for leading, developing, delivering or monitoring completion, and evaluating an evidence-based clean sport education program/plan, composed of a variety of education activities and material.

QUALITIES & ATTRIBUTES

Integrity (equity, fairness, courage)
Excellence (professionalism)
Respect (honesty, openness)
Collaboration (teamwork)
Dedication (passion)

KEY RESPONSIBILITIES

- 1. DEVELOPING A CODE COMPLIANT EDUCATION PLAN**
which meets the requirements of the International Standard for Education.
- 2. SUPPORTING NATIONAL SPORT FEDERATIONS WITH THEIR ANTI-DOPING EDUCATION STRATEGIES**
and their antidoping education requirements under the World Anti-Doping code and International Standard for Education.
- 3. ENSURING ALL EDUCATION MATERIALS AND ACTIVITIES BEING PRODUCED AND/OR USED ARE OF HIGH QUALITY, ACCURATE & UP TO DATE**
by collaborating with internal teams from other anti-doping areas, such as testing, results management, as well as subject matter experts, or external providers (WADA, other sport organizations) as required. It also involves keeping the WPV Anti-doping Web page up to date.
- 4. DEVELOPING AND MANAGING AN EDUCATION BUDGET,**
Prioritizing resources as required.
- 5. MANAGING THE ORGANIZATION'S ANTIDOPING LEARNING MANAGEMENT SYSTEM,**
In this case, managing the ADEL Super User account on behalf of WPV, and any other learning management system which WPV adopts in the future.
- 6. CREATING A NETWORK OF EDUCATORS**
i.e. networking, arranging education activities, and assuring quality educators in the delivery of any part of the education plan.
- 7. EVALUATING THE EFFECTIVENESS, EFFICIENCY, AND SUCCESS OF THE VARIOUS COMPONENTS OF THE EDUCATION PROGRAM.**
Completing ongoing monitoring and annual review of the Education plan which meets the requirements of the International Standard for Education.
- 8. BUILDING INTERNATIONAL RELATIONSHIPS WITH OTHER ANTIDOPING ORGANIZATIONS AND OTHER STAKEHOLDERS**
to coordinate education efforts, exchange ideas, and enhance programs.
- 9. LIASE WITH THE WPV COMMUNICATIONS MANAGER**
For special Anti-Doping projects and media exposure.



ANTI-DOPING EDUCATION MANAGER

SKILLS

- Ability to work in compliance with code, standards & ethics
- Planning
- Speaking
- Ability to develop, write and edit education content appropriate for the target audience
- Presenting
- Teamwork collaboration
- Time management/prioritization
- Decision making
- Ability to appropriately target communications to the audience
- Goal setting
- Writing & Listening
- Willingness & ability to learn
- Being able to use word processing spreadsheets, data visualization and email
- Ability to deal with internal & external stakeholders
- Project Management
- Attention to detail
- Ability to present complex technical content & topics in engaging plain language
- Ability to work with different participants
- Creative thinking
- Strategic thinking
- Ability to give/receive feedback

QUALIFICATIONS & EXPERIENCE

The functions of the education manager are first and foremost of an educational nature. It is therefore required that candidates to such a position hold a tertiary degree in the field of education, training or a related field (communication, psychology, ethics), and ideally are qualified as a teacher or equivalent (coach education trainer).

Knowledge and relevant experience in the following areas are highly valued for this position.

10. Developing, implementing, and evaluating education programs
11. Pedagogical and andragogical best practices and learning principles
12. Values-based education
13. Principles and methods for educational design for in-person and digital learning and the development of resources
14. Facilitation techniques for individuals and groups
15. Evaluation strategies (assessment of learning, education programs)
16. Principles and best practices of curriculum design and implementation
17. Networking with other educators
18. Understanding of Social science research

Experience in creating education programs, activities and material to affect behavior change is an asset.

To offer an education experience to athletes and other target groups that is informed by the reality of the anti-doping context, this role also requires an excellent knowledge and understanding of all aspects of anti-doping; from the anti-doping system's structure at national, regional and international level to the relevant technical aspects of anti-doping.

Practical anti-doping experience is an asset, eg. Former or current doping control officer or athlete .