World ParaVolley
POSITION DESCRIPTION

Position Title:	Team Leader, Sitting Volleyball Event Commission (Indoor and Beach)
Method of Appointment:	Following application, recommended by the Sport Director for Board approval
Period of Office:	Four (4) years
Responsible to:	Sport Director
Date Updated:	August 2026

Organisation statement:

World ParaVolley is the international federation that governs and promotes para volleyball for people with physical disabilities and is a member of the International Paralympic Committee (IPC). World ParaVolley 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 lead, develop, and grow para volleyball disciplines for people with physical disabilities, while promoting inclusion between athletes with and without disabilities — from grassroots to elite levels — by providing a safe, accessible, and fair sport environment.

Description of Position

The Team Leader of the Sitting Volleyball Event Commission is responsible for providing leadership and advice on the **planning, organisation, delivery, and evaluation of World ParaVolley events**, ensuring consistent event standards across ParaVolley disciplines and formats.

The position supports Local Organising Committees (LOCs) throughout the event lifecycle and coordinates event-related activities with relevant World ParaVolley Commissions and officials.

Reporting and Working Relationships

The Team Leader reports to the **Sport Director** and works in cooperation with the Sitting Volleyball Assistant Sport Director, Zone Sport Directors, Technical and Referee Commissions, Rules of the Game representatives, Technical Delegates, Local Organising Committees, and other relevant World ParaVolley stakeholders.

Duties and Responsibilities

- Advise the Sport Director on the planning and delivery of World ParaVolley sitting volleyball events.
- Contribute to the development of the international sitting volleyball competition calendar and event hosting/bidding processes.
- Develop and maintain event organisation standards, guidelines, templates, and readiness checklists.
- Contribute to regular updates of the **Event Management Handbook** in cooperation with the Technical Commission.
- Support LOCs in planning and delivering World ParaVolley events.
- Monitor event preparation against agreed timelines and requirements.

- Coordinate event-related matters between LOCs, Technical and Referee Commissions, officials, and other relevant stakeholders.
- Support operational planning including venues, training facilities, accommodation, transport, accreditation, team and officials' services, volunteers, accessibility, and sport presentation.
- Coordinate pre-event readiness reviews and identify operational risks requiring corrective action.
- Support the Technical Delegate and LOC during final preparation and event delivery.
- Establish post-event evaluation and reporting processes and identify lessons learned.
- Develop an annual Event Commission Operational Plan and conduct regular Commission meetings.
- Ensure compliance with World ParaVolley Constitution, regulations, policies, and procedures.
- Undertake any other reasonable duties requested by the Sport Director.

Skills and Knowledge

Essential

1. Detailed knowledge of international sport event planning and delivery.
2. Strong organisational, project management, and administrative skills.
3. Ability to lead a Commission and work effectively with international stakeholders.
4. Effective written and verbal communication skills in English.
5. Strong problem-solving and decision-making skills.
6. Understanding of accessibility and operational requirements of Para sport events.
7. Ability to work effectively under pressure and within event deadlines.
8. Respect and appreciation for cultural differences within the World ParaVolley community.

Desirable

1. Knowledge of volleyball and/or ParaVolley competition operations.
2. Understanding of World ParaVolley structures, regulations and procedures.
3. Understanding of IPC and FIVB competition environments.
4. Experience with event bidding, venue operations and event evaluation.

Experience

Substantial experience in the organisation and delivery of national and/or international sporting events.

Relevant experience may include roles such as **Event Director, Competition Manager, Venue Manager, Technical Delegate, International Technical Official, LOC Manager, or Sport Manager**.

Experience in international volleyball, ParaVolley or Paralympic sport is highly desirable.

Key Priorities

1. Establish the Sitting Volleyball Event Commission and its Terms of Reference.
2. Develop standard World ParaVolley event delivery guidelines and LOC requirements.
3. Establish event readiness, monitoring and post-event evaluation processes.
4. Clarify responsibilities between the Event, Technical, Referee, and other relevant Commissions.

5. Support consistent event standards and knowledge sharing across World ParaVolley Zones.