Name of Function		MANAGER SPORT DEPT			Dept. / Location FISU HQ / BRUSSELS							
unction A	ea	UNIVERSIADE AND WUC			Function Type	Management	Pos	sition Level				
Operational Field		Sport			Operational Area	International	Bus	Business Type Full time				
Mission of Function		To manage the efficient and effective preparation, delivery and follow-up of all sport-related aspects of the Universiade and World University Championships (WUC) close co-operation with the FISU CTI Chair, the FISU CT Chairs and the OC and in accordance with the FISU regulations.										
Dimensions of Function	5	The Manager Sport Department is responsible to the Winter and Summer Universiades Director and WUC director for the effective planning and management of all sport related aspects of the FISU sports events, including timely communication with member federations and the OC, and accurate collation and transmission of data during and on exit from the event										
ontacts (in	t./ext.)	Director of Universiades, Director of WUC, service and support staff, media communications staff, FISU CTI and FISU CT.										
Areas of Responsibility / Tasks												
Priority	What -	How - Why						Responsibility	% of total job	Measurement crit		
1 :	To assist the Director of Universiades and WUC in maintaining up-to-date guidelines for hosting universiades, contributing sport related technical detail to the 'minimum requirements' documentation, and issuing the most updated material possible o a timely basis to support member federations and Summer Universiade OCs in the effective preparation of the event.							full				
1	To prepare and publish the sports regulations for the Universiades and WUC every two years						full					
1	To assist the Director of Universiades and WUC in quality planning and organisation by regularly updating the 'key milestones' and master action plan for all sport competition and sport venues matters.							shared				
1	To proactively liaise with ISFs and CT chairs in order to manager the timely preparation and delivery of the sport regulations, the sport calendar, the FISU sports programme and the appointment of judges/umpires/referees.							shared				
1		accompany and support the Director of Universiades and WUC on venue inspection visits, and similarly assist in the inagement of heads of delegation meetings and team draws.										
1		pare entry forms, and manage the staged team and individual sport entry process for registration for the Universiade UC according to the agreed deadlines						full				
1		issist the OC, the FISU CTI Chair and the FISU CT Chairs in the preparation of the technical meetings, and record an ish the results in a timely accurate manner					cord and	shared				
1		b liaise closely with the Director of Universiades and WUC on transport, accommodation, catering and volunteer equirements relating to the sports programme to ensure srvice quality and effectiveness is maintained throughout						full				
		maintain regular contact with the media/communications dept to provide gramme, especially when this could affect the planning and broadcast of					ports	full				
1	To provide	e the media/communic	cations dept with regular	(minimum	im daily) accurate statistics/results			full				
1					nation and management of all protocol matters relating to EC members, and liaison with the OC.			full				
1		orate with the CT chain ndations to the CRS	s to collate and submit t	port reports in a timely r	nanner to the SG, and ma	ke	full					
1	To assist across operational boundaries within FISU, as and when agreed, in keeping with the role and/or working development opportunities											
1					n agreed, in keeping wi	th the role and/or working						

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Job Profile

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