

World ParaVolley

JOB DESCRIPTION



Position Title: Communications Manager
Method of Appointment: Appointed by the Board of Directors
Period of Office: to end of 2020
Responsible to: The Board of Directors
Date Updated: September 2019

Organization statement:

World ParaVolley is a member of the International Paralympic Committee (IPC) and is recognized 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 organized program of education, marketing, promotion, and competition, aimed at stimulating athletes to join the worldwide volleyball family.

Description of Position:

The Communications Manager is responsible for providing leadership and delivering outcomes on matters relating to the promotion of all disciplines and the communication of all activities of World ParaVolley utilizing all forms of media. This is a volunteer role and involves leading the Media and Communications Commission. The Communications Manager is responsible for contributing to the strategic planning of the organization with a focus on the Promotion and Visibility Strategic Priority where the Objective is to promote the World ParaVolley brand to enhance the organization's global profile through multiple media channels.

Reporting and Working Relationships:

The Communications Manager reports to the Board of Directors and may "attend" Board meetings either in person or by Skype with observer status. The Communications Manager works co-operatively with the President, the General Manager, the Marketing Director, the Sport Director, Committee personnel and the organizers of World ParaVolley events.

Duties and Responsibilities:

1. Ensuring the provision of appropriate promotion and publicity activities by:
 - 1.1 Chairing the Media and Communications Commission and ensuring that it is active with membership from all World ParaVolley Zones
 - 1.2 Providing advice on promotion and publicity matters to the Board of Directors with a focus on social media



- 1.3 Organizing and ensuring the delivery of communication activities such as updating and managing the World ParaVolley website and producing monthly newsletters on time and within budget
 - 1.4 Ensuring the delivery of effective communications associated with all World ParaVolley competitions
 - 1.5 Identifying, recruiting and training Media Delegates for World ParaVolley competitions
 - 1.6 Making recommendations to the Board about the appointment of the Media Delegates to World ParaVolley competitions
2. Contributing to the strategic planning and direction of World ParaVolley by:
 - 2.1 Participating in discussion and planning with relevant stakeholders
 - 2.2 Assisting with monitoring the progressive achievement of the targets and outcomes
 - 2.3 Assisting in Board decision-making
 3. Producing an Event Media and Communications Handbook for implementation at competitions.
 4. Providing leadership and support for recording and storing the history of World ParaVolley in cooperation with the Chief Historian.
 5. Advising the Board on all media and communication matters.
 6. Ensuring proper processes are followed by complying with the Constitution and policies established for the conduct of World ParaVolley activities.
 7. Undertaking any other reasonable duties as requested by the Board of Directors.

Skills and Knowledge:

Essential:

1. The ability to provide leadership to the communications activities of World ParaVolley
2. A comprehensive and detailed working knowledge of information technology (website Content Management Systems, WordPress) and social media platforms
3. A proven ability to assess, develop, and deliver communications plans (for competitions, events and annual activities)
4. An understanding of the best use of each social media platform used by World ParaVolley
5. The ability to work co-operatively with external providers and government and non-government sponsors on promotion and publicity matters
6. An ability to recruit, train and provide guidance to skilled volunteers who can provide support for the communications activities of World ParaVolley
7. An ability to liaise with local organizing committees at official World ParaVolley competitions to ensure that effective communication processes are implemented
8. The ability to work co-operatively with other Board members to plan and develop World ParaVolley as an organization
9. Sound organizational, time management and administrative skills with the ability to be flexible with time
10. Efficient and effective communication skills based on a consultative approach

11. A thorough understanding of the Constitution, structure, processes, policies and procedures of World ParaVolley
12. A respect, understanding and appreciation of the cultural diversity within the World ParaVolley community
13. Competencies in the English language, verbal and written



Desirable:

1. A basic understanding of languages other than English
2. An understanding and appreciation of all aspects and disciplines of the sport of ParaVolley at the sub- Zone, Zone and international levels
3. A knowledge of the industry standards for the regional and worldwide presentation and promotion of major sporting events
4. An understanding of country-specific media limitations

Experience:

1. Experience in the field of Press, Media and communications
2. Experience in liaising with event managers and sponsors to deliver promotion outcomes at World ParaVolley events
3. Experience in group leadership
4. Experience in interacting and working with people from a variety of cultures