

Education & Development Director

FISU/Lausanne

Extra information goes here

24/07/2017



Function Area:	Education & Development Services	Function Type:	Management	Position Level:	x
Operational Field:	Administration	Operational Area:	International	Business Type:	Full time

Mission

To organise and manage the preparation and delivery of FISU educational events and services, together with the management and development of those activities falling under the aegis of the Development Committee, including relationships with the national and continental university sports federations.

Dimensions

The Director of Education and Development Services is responsible to the Secretary General for the support and servicing of the Education and Development Services, the activities of the Gender Equity Committee and Student Committee. Furthermore for the preparation and delivery of FISU educational events (forums, conferences, seminars), managing research/survey projects with partners, promoting quality internal and external relations, leading the development of FISU projects.

Full responsibility:

- To service and support the activities of the Education Committee (Educ), the Committee for the Development of University Sport (CDSU), the Gender Equity Committee and the Student Committee through the timely preparation and management of all meeting documentation (taking of minutes, drafting reports)
- To operate effectively as interface between the OC and EduC in the preparation, delivery of and follow-up to the FISU World Conferences, FISU Forum, FISU Sport Education Summit and any other education based events assigned to this post holder from time to time
- To ensure accurate, timely issue of event management documentation such as contracts, guidelines, invitations, entry forms, and evaluation forms together with event attendance diplomas for educational events
- To supervise the maintenance of the history archives and library of FISU in the field of education and development
- To oversee the collection, publication and archiving of all scientific, educational and historical research material of FISU
- To ensure the FISU members receive proactive support in their relationship within FISU via monitoring and promotion of their activities
- To oversee the management of research formally launched under the aegis of EduC, CDSU, the Gender Equity Committee and the Student Committee

- To proactively develop and support the relationships with higher education sector senior personnel, rectors associations, national/governmental education bodies, sports research organisations, the International Olympic Academy, UNESCO and other relevant national, continental and international organisation
- To ensure the financial planning of resources related to education and development is robustly developed and managed in consultation with the Secretary General and Treasurer
- Develop and implement a model for the FISU development program: principles, target group and activity areas. Evaluate afterwards the development program
- To assist across operational boundaries within FISU, as and when agreed, in keeping with the role and/or working development opportunities
- To oversee the preparation and organisation of the Observer programme
- To be able to create a network between FISU and other International Organisations linked to Education and Development

Shared responsibilities:

- To collate, prepare, edit and translate FISU educational documents and presentations for the promotion of FISU activity at international events, and as web based material
- To manage the knowledge transfer process and databases within FISU
- To manage all protocol matters relating to events associated with Education and Development
- To promote wider knowledge and understanding of the philosophy and values of FISU, and in time lead the development of a FISU Academy in support of the further promotion and delivery of quality educational and sport events

Competencies

Knowledge

- First degree in education or sport related discipline
- Experience in research or teaching

Skills

- Ability to plan and organise to co-ordinate with broader operational plans
- Strong inter personal skills including motivating, negotiating, influencing and networking nationally and internationally
- Ability to manage and motivate small team of staff
- Proven ability to lead strategic change
- Fluent in English and French
- Proven high level oral and written communication skills
- Proven ability to act as mentor/coach to colleagues, including support to develop professionally



- IT literate with a good understanding of IT based administrative control systems and an ability to develop and effectively manage administrative procedures, financial and other to the requirements of the role

Experience

- Long-times working experiences in educational and development projects
- Evidence of the planning and delivery of research, project managing research activity and/or supervising and taking responsibility for small research team
- Evidence of effective management and monitoring of budgets/resources related to role
- Evidence of contribution to service delivery and policy development within international organisational environment

Capabilities

Management functions

For these functions, the four Leadership Capabilities; Drive, Focus, Impact, Guide are mandatory

All other functions

Please mark a maximum of six critical capabilities for this function

Initiative	<input checked="" type="checkbox"/>	Ability to Learn	<input type="checkbox"/>	Assertiveness	<input type="checkbox"/>
Results Orientation	<input type="checkbox"/>	Ability to Analyse	<input checked="" type="checkbox"/>	Communication Skills	<input type="checkbox"/>
Creativity	<input checked="" type="checkbox"/>	Strategic Orientation	<input checked="" type="checkbox"/>	Networking Skills	<input checked="" type="checkbox"/>
Change Orientation	<input type="checkbox"/>	Organizing and Quality Orientation	<input type="checkbox"/>	Customer Focus	<input type="checkbox"/>
Motivation and Inspiration	<input type="checkbox"/>	Coaching and Mentoring	<input type="checkbox"/>	Team Skills	<input checked="" type="checkbox"/>
Situational Sensitivity	<input type="checkbox"/>	Decision Making	<input type="checkbox"/>		