

Development and Membership Relations Manager

FISU/Lausanne

Extra information goes here

28/09/2017



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

Areas of Responsibility/Tasks

- In conjunction with the Education and Development Director lead on a portfolio of activity that will engage the Development Commission (CDSU) and other FISU members
- To assist and support the Education and Development Director in all day-to-day tasks
- To support the activities of the Development Commission (CDSU) through the timely preparation and management of all meeting documentation (taking of minutes, drafting reports)
- To take responsibility for drafting funding information for bids and prepare material for periodic reports
- To lead on the monitoring and evaluation framework to ensure project deliverables and stages are identified and impact information is captured for future development of all programmes
- To collate, prepare, edit and coordinate the translation of the FISU development documents and presentations for the promotion of FISU activity at international congresses and as web based material
- To help the Education & Development Director to ensure the FISU members receive proactive support in their relationship within FISU via monitoring and promotion of their activities and use of effective means of communication
- To support the management of research/projects formally launched under the aegis of CDSU
- To support all protocol matters relating to events associated with Development
- To create deep and strong links with continental organisations and national federations
- To assist the Education & Development Director in implementing a model for the FISU development program : principles, target group and activity areas
- To assist the Education & Development Director in implementing a model for evaluation of the development programs
- To assist across operational boundaries within FISU, as and when agreed, in keeping with the role and/or working development opportunities

Competencies

Knowledge

- Bachelor's degree preferably in education or sport management
- Experience in project leading

Skills

- Ability to plan and organise tasks effectively by thinking through things in advance, prioritising and managing time well
- Strong inter personal skills including motivating, negotiating, influencing and networking nationally and internationally
- Fluent in English, conversational French and Spanish
- Excellent communication skills, both oral and written. The ability to set out and discuss complex issues clearly for a wide audience and to give presentations as required in a fluent and persuasive manner to people at all levels
- Knowledge and interest in educational design and delivery to support change
- 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

- Excellent project management skills and experience evidenced by a recent and successful track record in a relevant project management role
- Evidence of the planning and delivery of research, project managing research activity and/or supervising and taking responsibility
- Evidence of contribution to service delivery and policy development within international organisational environment

Other qualities

- Desire to improve service quality

JOB PROFILE:

VALID FROM:

RESPONSIBLE:

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