

Preamble

The Badminton World Federation (BWF) is the world governing body for the sport and has its headquarters in Kuala Lumpur, Malaysia.

Badminton has been an Olympic Games sport since the Barcelona Olympic Games in 1992. The Olympic Games is the top world event in badminton.

The BWF has 179 Members who are national badminton federations responsible for regulating and developing the sport in their country.

Continental Confederations administer, manage and develop the sport together with the national federations in their region. There are five Continental Confederations:

- o Badminton Africa
- o Badminton Asia
- o Badminton Europe
- o Badminton Oceania
- o Badminton Pan America

The BWF, it's Member Associations, and Continental Confederations work together in a coordinated approach to the development of the sport worldwide.

The BWF Council is responsible for providing policy and administrative guidance to the Executive Board who oversees the day to day operations of the Federation. The Council is appointed by the Annual General Meeting for a four year term. The Executive Board is made up of key officers of the organisation - the President, Deputy President and six Vice Presidents and Chairs of Council Committees.

The Secretary General is responsible for day to day operations and is accountable to the Executive Board and Council.

Position Overview

Position Title Tournament Series Manager

Part / Full Time Full time

Location BWF Headquarters - Kuala Lumpur

Reports to Events Director

Reports Nil



Overall Duties

Reporting to the Events Director the Tournament Series Manager will be responsible for the effective implementation of the BWF host agreement with each Member Association hosting a BWF World Superseries or BWF Grand Prix Gold tournament.

In particular the Tournament Series Manager will ensure the effective implementation of the BWF commercial and media rights agreements with the host as part of the host agreement and in addition provide support to the BWF Media team and Technical Officials at the tournament.

Internal Liaison

- Other department heads
- o Events Committee Chair
- o Events Committee and Commissions
- o Organising Committees BWF Events , other events
- Member Associations and Continental Confederations
- o Technical Officials and other event personnel
- BWF staff

External Liaison

- o BWF Sponsorship partner agency
- BWF Media Rights agency
- o Technical Support Team Tournament Planner
- Anti-doping agencies / doping control officers

Core Responsibilities

The key responsibilities of the position are to:

- assist the Events Director in the effective delivery of the BWF World Superseries and BWF Grand Prix Gold Series;
- o ensure the effective implementation of the host organisers contract with BWF;
- ensure the effective implementation of the BWF contract obligations with the Superseries title sponsors;
- ensure the effective implementation of the BWF contract television production obligations with the BWF Media rights agency;
- help ensure all Superseries and Grand Prix Gold competition regulations and technical and branding guidelines as approved by the BWF Council / membership are applied;
- regularly review the Superseries and Grand Prix Gold competition regulations,
 technical and branding guidelines to identify areas which lack clarity and



- make recommendations to the Events Director and Events Committee and relevant partners on changes;
- effectively communicate changes to Superseries and Grand Prix Gold competition regulations, technical and branding guidelines in a timely manner and ensure they are implemented;
- attend Superseries and Grand Prix Gold tournaments as necessary and agreed with Events Director;
- when attending Superseries and Grand Prix Gold tournaments also attend the team managers meeting;
- o support the general work of the Events Department;
- support the general work of the Events Department and also ensure it is carried out efficiently and accurately – including but not limited to these key processes:
 - implementation of Superseries and Grand Prix Gold Competition Regulations.
 - implementation of Superseries and Grand Prix Gold Brand Guidelines.
 - implementation of Superseries and Grand Prix Gold Technical Guidelines.
 - support BWF Technical Officials at Superseries and Grand Prix Gold tournaments.
- where appropriate and in conjunction with the Events Director work with local organisers of Superseries and Grand Prix Gold tournaments including the referee to provide advice and support on the event presentation and delivery in addition to the obligations of the BWF Competition regulations, brand and technical guidelines;
- assist where appropriate with work related to the BWF communication strategy and plans, in particular communication related to the Superseries, Grand Prix Gold Series, the BWF website and from time to time assisting/advising the BWF communications officer;
- other tasks and work as directed by the Events Director from time to time and as necessary.



Selection Criteria

The key criteria below will be used as a basis for short listing candidates for the interview phase. Applications for the position <u>must address each criteria</u>, providing examples from their experience / employment background.

a) Qualifications and Experience

- 1. Relevant formal qualifications university degree or similar
- 2. Experience in administration roles.
- 3. Has worked on projects in previous employment, preferably in badminton or another sport.

b) Knowledge and Skills

- 1. Strong people / interpersonal skills;
- 2. Excellent English written and spoken language skills;
- 3. Knowledge and/or experience with the operations and / or commercial side of sports events.
- 4. Knowledge and understanding of badminton would be an advantage for this role.

c) Personal Attributes

- 1. A positive outlook on employment and takes pride in the quality of work;
- 2. An ability to work in a team environment and has worked in multi-cultural environment before;
- 3. Able to work independently with minimal supervision on assigned tasks / projects;

Remuneration

Negotiated with the successful candidate depending on qualifications and experience.



Contract

The contract, for three years, including a three month probationary period, will be offered to the successful candidate.

Hours of Work

The position is contracted and full time – 40 hours a week. The nature of the work sometimes requires flexibility during busy periods particularly in the lead up to and during BWF Council, Events Committee and related meetings.

Required Format for Applications

Applications must include these three elements.

- 1. An email or letter stating that you are applying for this job;
- 2. A statement addressing <u>each</u> **Selection Criteria** (a, b and c above) giving examples from your employment background and life experiences;
- 3. A brief CV / resume of no more than four pages.

In your application, you are invited to indicate your current remuneration level and your expectations in terms salary.

Deadline for Applications

Applications close Friday 12 July 2013.

Contact

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