

Badminton World Federation

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

Working closely with its 179 member associations worldwide and the five Continental Confederations for badminton (Africa, Asia, Europe, Pan America and Oceania), the BWF promotes, presents, develops, and regulates the sport worldwide.

Badminton has been an Olympic Games sport since the Barcelona Olympic Games in 1992.

Position Overview

Position Title Development Manager

Part / Full Time Full time - equivalent - 5 days a week

Location BWF Headquarters - Kuala Lumpur

Reports To Director of Development

Reports Nil

Overall Duties Reporting to the Director of Development, the Development Manager

is responsible for the day to day management of all aspects of Shuttle

Time Schools Badminton programme including the systematic

implementation of this and further development of the programme.

The Development Manager is also responsible for monitoring and supporting the implementation of development activities and projects

in a number of Continental Confederations.

The Development Manager may from time to time assist in delivering

development projects in the field related to Shuttle Time Schools

Badminton and other initiatives.

Internal Liaison

Director of Development / Director of Operations Secretary General and other staff Development Chair Development project coordinators / deliverers Coaches / tutors / trainers Continental Confederations and Members

External Liaison

- Olympic Solidarity
- o IT service providers
- Designers and publishers



Responsibilities

The Development Project Manager is responsible for:

- 1. Managing the day to day administrative functions for the Shuttle Time Schools Badminton programme.
 - Effectively communicating with Continental Confederations (CCs),
 Members, institutions and teachers on Shuttle Time Schools Badminton.
 - Liaise closely internally with the Development Officer on the coordination of the core administrative tasks around Shuttle Time.
 - Liaise closely with CCs / Members on the implementation of Shuttle Time programs.
 - Evaluate grant applications and development programmes and project reports related to Shuttle Time programs.
 - o Prepare plans, budgets and reports on Shuttle Time.
 - Coordinate the archiving of project reports, promotional materials from courses and best practice examples of Shuttle Time implementation.
 - Gather information on complimentary and existing programmes for schools badminton.
 - Manage the orders for equipment and coordinate the work on the distribution of badminton equipment to CCs.
 - o Coordinate the certification programme.
 - Coordinate the regular reporting on the implementation of Shuttle Time programmes globally.
- 2. Managing further development work for the implementation of Shuttle Time globally:
 - Tracking and Reporting Development and implementation of a system to track the implementation of Shuttle Time globally
 - o **Certification** coordination of the certificates to qualified tutors / trainers.
 - Resource Development Shuttle Time supplementary resource development.
 - University Courses Shuttle Time as a university course for PE Teachers in training.
 - Marketing and promotion of the products, models and programmes to teachers and to organizations that service teachers and school sports.
 - Links to External Courses Shuttle Time as an integral part of courses such as the Cambridge University syllabus.
- 3. Supporting the implementation of development activities in a number of Continental Confederations.
 - Liaise closely with the relevant CCs on a regular basis.



- Review annual development plans and provide input on the direction and content, ensuring plans are realistic and in line with the strategic priorities of the BWF.
- Recommend amendments to / approval of plans for development grant for the relevant Continental Confederations.
- Support Continental Confederations as required and where required, complete field work to support Continental Confederation development planning and project implementation.
- 4. Coordinate the updates on the BWF website for development and ensure the content is up to date, informative and presents / represents the programme elements well.
- 5. Make presentations as required to assist in the communication of BWF development programmes;
 - Plan presentations / information sessions and workshops Shuttle Time in particular.
 - Deliver sessions / workshops
 - Evaluate and report on the training / information session(s)
 - o Represent the BWF in meetings about Shuttle Time.

| 0 | Other | duties | as ass | igned | and a | agreed | l. | |
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Qualities / Attributes

The successful candidate will have a very good knowledge of the development of badminton at a grass roots level, and has proven experience in managing projects and people in a badminton development context.

The successful candidate will have effective written and spoken English language skills and be a good planner. She/he will have very good organisational and interpersonal skills.

The successful candidate will have been involved in administration and management roles in a badminton context and have worked in a multi-cultural environments. Having knowledge of other languages would be an advantage.

| A flexible attitude in working with a small team of personnel will be essential. | |
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Selection Criteria

Candidates for the position will require a range of personal and professional skills to be considered for the role. The key criteria below will be used as a basis for short listing candidates for the interview phase.

Applications for the position must address each criteria, providing examples from their experience / employment background.

a) Qualifications and Experience

- Relevant formal qualifications a degree or other relevant qualification;
- 2. Experience in administration and / or management roles;
- 3. Experience in working in badminton;
- 4. Experience in the development of badminton.

b) Knowledge and Skills

- 1. Excellent interpersonal skills and proven capacity to support the work of others;
- 2. Strong planning and organisational skills;
- 3. Excellent English written and spoken language skills and superior
- 4. presentation skills;
- 5. Understanding of the role of an international sports federation.

c) Personal Attributes

- 1. A positive outlook to employment;
- 2. Takes pride in the quality of work;
- 3. Capacity to work independently with minimal supervision.

Remuneration

Negotiated with the successful candidate dependent on qualifications and experience.

At the time of application, you are invited to indicate your current remuneration level and your expectations in terms salary.



Contract

| A contract with a three month probationary period will be offered to the successful candidate. Length of the contract to be discussed at the interview stage. Performance appraisals, against agreed performance objectives will be a regular part of employment. |
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| Hours of Work |
| The position is contracted and full time. The nature of the work requires flexibility during busy periods. |
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| Required Format for Applications |
| 1. An email applying for the job; |
| A statement addressing each 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 two pages. |
| Deadline for Applications |
| Applications close Monday 09 September 2013. |
| Contact |
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