Events Manager - Technical



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
- Badminton Europe
- o Badminton Oceania
- 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 seven Vice Presidents and Chairs of Council Committees.

The Chief Operating Officer (COO) is responsible for day to day operations and is accountable to the Executive Board and Council.

Position Overview

Position Title Events Manager - Technical

Part / Full Time Full time

Location BWF Headquarters - Kuala Lumpur

Reports to Events Director

Reports 2 x Events Officers

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Overall Duties

Reporting to the Events Director the Events Technical Manager will lead two Events Officers and be responsible for the recruitment, training and appointment of BWF Technical Officials, the implementation of the World Ranking system and the system of entries (M & Q lists), draws and withdrawals and automatic penalties for international tournaments.

Internal Liaison

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

External Liaison

- o Technical Support Team Tournament Planner
- o 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 Events
 Department busy programme of events
- Line Management of Events Staff , including regular performance appraisals in order to deliver the following;
- Ensuring production and publication of weekly World Rankings (including World Junior Rankings and World Team Rankings)
- Managing the entry (M & Q lists), draw & results reporting processes for BWF Level 1 to 3 Sanctioned Tournaments
- Collect and distribute Referee's Reports
- Manage the withdrawal process for BWF events
- o Liaising with CC's on Level 4 tournament entries (M & Q lists), Draw's, results etc.
- Ensuring effective administration of withdrawals processes, automatic penalties - & penalties for misconduct cards
- Taking the lead on IT developments to speed up and improve the work of the Events Department, including further development of the On line entry process for events.
- Administering Umpire and Referee's Training/Assessor teams, the key workforce to improve standards and quality of BWF technical officials including:
 - > Leading the appointment process of BWF Technical Officials for events;
 - Administration of TO's (accommodation, expenses, travel, problems etc.)
 - > Supporting administration of Technical Commission

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- Enabling expansion of trainers/assessors in key appraisal/mentoring role of BWF Technical Official Workforce with the aim of improving the quality of the technical official's workforce including;
 - Working with Referee trainers/assessors to organise and deliver a series of Referee Workshops.
 - Creating and delivery of series of Umpire Workshops in partnership with CC's.
 - Preparing and publishingthe Technical Officials newsletter (COC Tales).
 - Leading recruitment, training and appraisal system for BWF Technical Officials
 - Advance production with relevant experts of training materials (for example standard national umpires course) for Technical Officials.
 - Liaising with CC's on recruitment and training at CC level expand workforce available to BWF.

In addition to the above 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:

- Supporting the planning and operations of BWF Events;
- o Supporting the planning and delivery of development initiatives.
- Assist where appropriate with work related to the BWF communication strategy and plans. This especially communication related to the BWF 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.

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b) Knowledge and Skills

- 1. Strong people / interpersonal skills;
- 2. Excellent English written and spoken language skills;
- 3. 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;
- 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 3 years, including a 3 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;

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- 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

o Friday 8 November 2013

Contact

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