WORLD ARCHERY – CONTRACTOR ROLE DESCRIPTION

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| **CONTRACTOR TITLE** | Development Agent – Africa |
| **DEPARTMENT** | Development and Education |
| **LINE MANAGER** | Development and Education Director |
| **HOURS** | Full-time (100%), flexibility to work a minimum of 20 weekends per annum |
| **TERM** | Permanent, with three-month probationary period |
| **SALARY** | Negotiable (based on levels in place at World Archery and similar international federations) |
| **START DATE** | 16 January 2017 |
| **LOCATION** | Africa, with extensive international travel  |

JOB PURPOSE

To increase the number of young people participating in archery in Africa. There is an expectation that, in the long-term, increased participation will lead to approved world-class performance.

The role will also assist two identified groups of national archery federations in Africa:

* One group with a good level of activity and performance. The goal is to strengthen and improve their average position at world-class archery competitions.
* One group in development and requiring assistance to progress. The goal is to develop a strong domestic base with increased activities and improved athlete performance.

JOB OUTLINE

This full-time consultancy role will be responsible for promoting youth development, assisting in creating good governance structures and providing training, coaching and technical advice in Africa.

The role will assist in the creation of strategic development plans, and subsequent implementation, and improve the internal management of federations, particularly in areas of administration, communication and governance, both on-site and remote.

MAIN AREAS OF RESPONSIBILITY

1. Promotion of youth archery in Africa
2. Develop good governance practices in member federations
3. Provide technical assistance to member federations
4. Support other development and education department activities

PERSON SPECIFICATION

The successful applicant will be an expert in archery and in the field of sports development. They will have the authority to act in the daily management of their responsibilities according to current policies, programmes and budgets.

Ideally, the successful applicant should:

* Be a resident of Africa (for better cultural understanding and cost-effective travel)
* Be willing to travel throughout the continent
* Be flexible in working hours
* Speak English, French and Arabic
* Have experience in the administration or management of a sport organisation
* Have a minimum Level 2 Coach qualification in archery (coach trainer is a bonus)
* Be an effective communicator and have experience with e-communications tools
* Be able to self-motivate and organise their work
* Be able to balance international initiatives and local or regional approaches
* Have the financial skills to operate within allocated budgets and advise member federations on funding opportunities and management
* Have no other employment or conflict of interest
* Remain solely responsibly for the payment of insurances and taxes required by law in the territory within which he performs his duties under the work agreement

APPLICATION PROCESS

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| **DEADLINE** | 8 January 2017 |
| **INTERVIEWS** | 9-15 January 2017\* |
| **APPLY WITH** | * Curriculum Vitae
* Covering letter, stating your areas of professional interest and expected salary
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| **APPLY TO** | Pascal Colmaire, Development and Education Director |
| **EMAIL** | pcolmaire@archery.org  |

*\*Only applicants successful in securing an interview will be contacted. World Archery reserves the right to withhold interviews or appointment and restart the application process if no suitable candidate is found.*

*Version 1.0 – 22 December 2016.*