

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



The International Gymnastics Federation (FIG) is seeking a

Communications Manager (Institutional)

to join its Communications Department at the earliest possible commencing date.

Position Description

1. Scope of the Position and Reporting Structure

The Communications Manager (Institutional) is responsible for the FIG's entire range of institutional communication activities from defining strategy to writing content, as well as managing all the President's communications and briefings.

The successful candidate will have a proven experience in and a clear understanding of the Olympic Movement.

He/She will be a dynamic, task-oriented individual with strong communication skills, the ability to multi-task and to work independently as well as in a team environment.

This is a full-time position within an international sports federation. The job may require international travel and work outside standard hours will be necessary.

Title / Function:	Communications Manager (Institutional)
Reports to:	Head of Communications
Location:	Lausanne, Switzerland
Position:	Full-time (100%), permanent
Salary:	Competitive
Start Date:	As soon as possible

2. General Responsibilities

The Communications Manager (Institutional) will use their expertise to ensure highly professional communication of all the FIG's institutional content to external audiences and partners. He/She will also be in charge of all the President's communications.

Strategy:

- In cooperation with the head of communications, plan and implement the institutional communications strategy and ensure that it is aligned with the overall communications strategy of the FIG
- Plan and manage the editorial calendar for institutional communications
- Develop, implement and manage a common strategy to communicate about the committees, commissions and FIG administrative events

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



FIG President:

- Manage all the President's communications and publications and identify communications opportunities (visits, speeches, reports, documents, letters...)
- Brief the President for his attendance at all institutional events (e.g. provide executive summaries and report digests)
- Manage interview requests for the FIG President
- Manage the President's mailbox (handle request and/or dispatch to appropriate colleague)

Institutional Communications:

- Responsibility for producing all written communications related to institutional affairs (press releases, position statements, official news and communications)
- Manage interview requests on institutional topics
- Content management for the institutional section of the FIG website
- Take part in and bring communication expertise to specific projects and/or programs
- Contribute to the FIG's overall social media content management and engagement with regard to institutional affairs
- Manage the publication of the quarterly FIG Bulletin

Additional tasks:

- Assist with sport-related communications as and when required
- Assist with project-based communications tasks as and when required
- Assist with internal communications and communications with the FIG's 162 member Federations

Collaborators may be asked to execute tasks not mentioned here, or which are not listed in their job descriptions.

3. General Management and Performance Guidelines

- Ensure that deadlines for work are duly and efficiently met
- Conscientiously fulfill his/her duties
- Put forward appropriate measures in order to improve and simplify the work
- Submit to his/her superiors any issue beyond his/her authority

4. Experience and Skills Required

Mandatory:

- Minimum 5+ years of working experiences in the Olympic Movement
- Proven experiences in working in communications for the international sports industry
- Clear understanding of Institutional matters in the sports environments
- Bachelor Degree in Communications and Media or related fields
- Ability to interact, communicate and present ideas

FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



Required languages

- English native-speaker level (FIG official communication language)
- Working proficiency of French
- Knowledge of additional languages is an advantage

Additional requirements

- Excellent organisational and time management skills
- Flexible and proactive work approach with a strong ability to work autonomously
- Ability to adapt to technological change
- A reliable team player with a can-do-attitude and determination to deliver quality work
- Swiss nationality or holding a valid Swiss work permit

Applicants who do not meet the mandatory criteria will not be considered nor responded to.

5. About the FIG

The International Gymnastics Federation is the governing body for Gymnastics worldwide. It is the oldest established international federation of an Olympic sport and has participated in the Olympic Games since their revival in 1896. The FIG governs eight sports: Gymnastics for All, Men's and Women's Artistic Gymnastics, Rhythmic Gymnastics, Trampoline - including Double Mini-trampoline and Tumbling -, Aerobics, Acrobatics, and Parkour. It counts more than 160 national member federations and has its headquarters in the Olympic Capital of Lausanne (SUI).

6. How to apply

If you think you are the right person for this role, please send your application (cover letter, CV, references, certificates) in English by email to hr@fig-gymnastics.org by **26 February 2023**.

Notes:

1. *We thank all applicants, but we will only consider and reply to the candidates who correspond to the profile.*
2. *We keep your full application with your personal information in our databases for one year. After one year, it is deleted. Should you want us to delete your application once the recruitment process is completed, please let us know.*