



## **Role description**

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| <b>Title</b>      | Sport Director Table Tennis<br>Sport Director Cycling |
| <b>Reports to</b> | Executive Director                                    |
| <b>Start date</b> | Immediate   |
| <b>End date</b>   | Completion of the 2027 Global Games                   |

## **Position Overview**

Sport Directors are responsible for leading, managing and growing the Virtus sport and competition programme in line with the organisational vision.

Sport Directors will act as the Chairperson of the relevant Sport Committee and, working together with the committee members, are responsible for developing and implementing a plan to grow sport across all Regions, managing all aspects of events including the bid process and successful delivery of high-quality competition, fostering and developing strong links with the relevant International Sports Federation, appointing a technical director to events, maintaining accurate results, records and rankings and setting the sport rules.

Above all, Sport Directors are responsible for fostering a high-quality sport and competition programme in a friendly, supportive and inclusive environment.

## **Key Areas of Responsibility**

### General

- Have overall responsibility for the successful delivery of the sport
- To make appointments to the relevant Sport Committee ensuring a good level of technical experience, regional representation and diversity
- To act as chairperson to the relevant Sport Committee, organising regular meetings and ensuring an appropriate level of communication
- To coordinate and manage the relevant sport and competition programme at an international level, liaising closely and providing leadership to the Regions
- To initiate strategies for developing and growing the sport and to implement any initiatives or directives that are given from time to time by the Governing Board
- To provide regular updates and reports to the Executive Director

### Events



- To oversee the bid process, in line with the agreed calendar cycle and published standing order, and make recommendations to the Governing Board
- To ensure high quality events are delivered in line with the agreed technical standards, working closely with and supporting event Organising Committees
- To act as, or appoint a Technical Delegate at events from within the Sport Committee. Note: Technical Delegates may not simultaneously hold a team or LOC role

### Partnerships

- To initiate and maintain positive relationships with relevant International Sports Federation for the benefit of sport for athletes with an intellectual impairment

### **Key Skills and Qualifications (Competency)**

- Have an excellent understanding of, and empathy for, sport for athletes with an intellectual impairment
- Have an excellent understanding of the sports technical rules and Virtus policies and procedures, and able to apply them fairly and consistently
- Have excellent organisational, communication and administrative skills
- Have an understanding of the role of doping control in sport
- Must have access to email and internet
- Should be fluent in English
- Should be available to attend committee meetings and able to commit sufficient time to perform the duties of the role

### **General Requirements**

- All Virtus officials:
  - Will make all decisions with absolute impartiality and in the best interest of athletes, sport and the organisation
  - Will declare any potential conflict of interest and not act in association with any national or vested interest
  - May not abuse their positions in obtaining advantages or benefits
  - Shall promote the Code of Ethics by being a role model and through peer monitoring and active peer support
  - Must be impartial at all times
- There must be no association with any agencies or persons that are inconsistent with our values and principles



### **Application process**

Applications should be made [online here](#) and should include a CV which gives details of background and experience for the post and a covering letter addresses the following questions:

1. What is your vision for the sport programme and what will you achieve in the role?
2. How will you go about achieving these objectives?
3. How will you grow the sport programme across all 5 regions?
4. How will you work with partner organisations, most particularly, the IF's of sport?
5. What experience do you have of managing sport for athletes with an intellectual impairment at an international level?

Preference will be given to those applications that are endorsed by a written letter from the relevant Member Organisation.

### **Closing Date**

Applications should be received no later than 23:59 (UK) on 8<sup>th</sup> June 2024.

### **Expenses**

Meetings will be held by video conference or attached to existing events to eliminate costs. Any costs arising from performing the role will be met by Virtus where these are agreed in advance with the Executive Director.