



**Eligibility Manager  
APPLICATION PACK**





Dear Applicant.

## **WELCOME TO VIRTUS**

Thank you for your interest in Virtus and the post of Eligibility Manager. In this pack you will find information about the organisation, our plans for the future and the role. You can also find further information by visiting our website at [virtus.sport](http://virtus.sport).

## **OUR VISION**

***'An inclusive world for people with an intellectual impairment'***

We pursue this by working through our member organisations and partners to change attitudes, create opportunities and develop pathways in sport to ensure that athletes with an intellectual impairment can compete to the highest possible level. For many this is the Virtus World Championships culminating in the Global Games, whilst - for a small number - this might be the Paralympic Games.

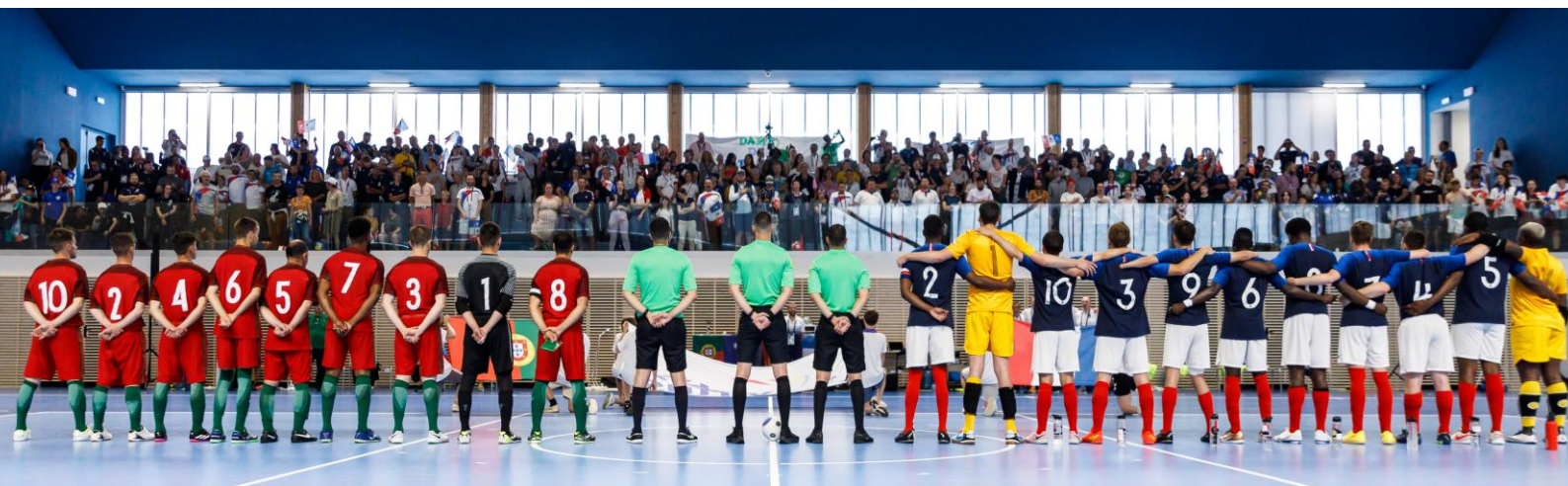
## **VIRTUS**

Virtus is the International Sport Federation for athletes with an intellectual impairment. It is one of three international organisations of sport for people with a disability (IOSD's) in membership of the International Paralympic Committee (IPC) and represents the interests of athletes with an intellectual impairment within para-sport worldwide.

Virtus organises a rolling four-year programme of regional and world championship competition in 12 sports together with the four-yearly Global Games – the world's largest multi-sport elite competition for athletes with an intellectual impairment. We additionally have formal partnerships with a further 5 sports, managing the eligibility process for athletes wishing to compete within the classification group across para sport. Virtus promotes public and media awareness of sport for people with an intellectual impairment and break down barriers to improve access to sport worldwide.

## **OUR ORGANISATION**

The organisation is registered as a charitable incorporated organisation (CIO) in the UK and is supported by a growing membership of more than 90 national organisations around the world and a number of National & International Sport Federations.





Virtus is overseen by the Governing Board, a group of voluntary trustees elected by the membership who meet regularly to determine strategy, policy and monitor progress. The Board are supported by a number of committees including Sport Committees (responsible for delivering the Virtus sport and competition programme), Eligibility Committee (responsible for managing the athlete eligibility and classification process) and Anti-Doping Committee (responsible for promoting drug-free sport).

Athlete eligibility is a core and unique service managed by Virtus that underpins sport worldwide. All athletes competing in Virtus competition must successfully complete the process, and it is a pre-requisite for athletes aiming for Paralympic competition or events hosted by partner International Federations. The process involves psychological assessment to ensure athletes have an underlying health condition as defined by the IPC Classification Code. Applications are reviewed by the Virtus Eligibility panel – a large team of psychologists based around the world – under the direction of the Eligibility Committee and Head of Eligibility.

Virtus is managed on a day-to-day basis by its small team of staff who are responsible for the successful delivery of the strategic plan, working and supporting an international team of more than 100 volunteers.

## **Strategic Plan**

Our new Strategic Plan will be available soon. It sets out our priorities around three key objectives that will drive and shape our work:

- Exceptional services – which includes developing our member services, ensuring high quality events and driving new opportunities in sport worldwide
- Maximising influence and reach – including growing our brand, developing new partnerships and alliances and increasing Paralympic inclusion
- Strengthening organisational health – growing sustainable income streams, continually evaluating and improving what we do and ensuring we are sustainable and a leader in advocating for people with an intellectual impairment.

We have ambitious plans to grow Virtus and consolidate it as the globally recognised leader in sport for athletes with an intellectual impairment.

## **Eligibility Manager**

The role of Eligibility Manager is a new role within the staff team. This is a unique position providing the post holder with the opportunity to apply their expertise in the assessment of intellectual impairment within an international sports context, working with psychologists from over 90 nations and opening the door to competition for thousands of athletes with intellectual impairment worldwide. The successful candidate will manage the eligibility process on a day-to-day basis liaising with the Head of Eligibility and Eligibility Committee to ensure a robust, efficient and effective service for sport worldwide.

In particular the role will: advise on policy and practice, manage the eligibility panels, liaise with National Eligibility Officers, oversee any investigations or protests, ensure compliance with the IPC Classification Code and grow our partnerships with the International Federations of sport in respect of athlete eligibility.



Salary:	In the region of £55k pa pro rata
Hours of Work:	Part-time (exact timing to be agreed with successful candidate but expected to be c. 6 days per month on average)
Annual leave:	25 days per year + public holidays pro rata
Work location:	UK (home) based with expectation of occasional team meetings in Sheffield, South Yorkshire. The post may include occasional international travel.
Benefits:	Business travel insurance, work-based pension scheme
Start Date:	July 2025 or as soon as possible thereafter

### Application Process

Applications should be made by detailed CV with covering letter. Applicants should clearly detail their previous experience or education in a psychological services role giving details of achievements and showing how they meet the requirements of the post. Applicants should be eligible to work in the UK.

Applications should be uploaded here no later than midnight on Sunday 8<sup>th</sup> June 2025. An optional equal opportunities monitoring form is also attached.

### Interviews

Shortlisted candidates will be invited to interview expected to take place in mid-June.

### Further information

Applicants are encouraged to visit the Virtus website and to familiarise themselves with the strategic plan. To discuss the post further, please contact Nick Parr (Executive Director) at [nick.parr@virtus.sport](mailto:nick.parr@virtus.sport).

**Advertising and recruitment companies are kindly requested not to contact Virtus (unless it is on behalf of an applicant/client) as further adverts will not be placed.**







## Role Description

Title: Eligibility Manager  
Responsible to: Executive Director with direction from Head of Eligibility

### Overview:

The Eligibility Manager will be responsible for overseeing the athlete eligibility process. They will ensure a robust, efficient and effective process whilst also working strategically to grow partnerships with International Federations and the para sport community.

### Performance responsibilities:

#### 1. Delivery and strategy

- To direct the Eligibility Panels to ensure applications are reviewed in a fair, timely and robust way.
- To lead the Eligibility Panel for II1 (intellectual disability) and evaluate eligibility applications
- To support the Eligibility Committee
- To recruit to the Eligibility Panels when required
- To advise the Eligibility Committee and Governing Board on all matters relating to athlete eligibility.
- To develop and build strong relationships with the International Federations of sport, the International Paralympic Committee and other relevant organisations to re-enforce Virtus position in the para sport landscape.
- To contribute to developing, coordinating and delivering eligibility education
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- To manage any eligibility investigations that may arise.
- To maximise new technology opportunities to ensure the most efficient service possible.
- To identify grant funding opportunities arising through the eligibility process development programme and work closely with the staff team to manage relevant sponsorship, grants or other support
- To be aware of national and international policy and key trends relevant to psychological assessment and diagnosis

#### 2. General

- To assist the Executive Director in the delivery of the Strategic Plan
- To represent Virtus externally in order to further the organisational aims whilst protecting and enhancing its reputation
- To promote and market our services to partner organisations and professionals, maximising the opportunity, in a respectful and professional way



- To produce monthly written reports on activities and other reports as required
- To keep abreast of developments within para sport
- To attend staff & team meetings, events and other meetings (e.g. Governing Board and General Assembly) as required
- To work flexibly, out of office hours and weekends if and when required
- To be available for occasional national and international travel
- To undertake any other duties in line with Virtus' policies and procedures, which may from time to time, be required and to participate in other events as requested by the Executive Director

This role description is intended as a summary of the main elements of the job described. They may be varied from time to time in consultation with the post-holder without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Education	Essential/ Desirable
Professional qualification in either Clinical, Educational or Neuropsychology	Essential
Professional Accreditation	
Accredited and licensed with a professional body to practice as an Applied Psychologist in Clinical, Educational or Neuropsychology	Essential
Experience and Knowledge	
Practical experience in the assessment and diagnosis of intellectual impairment, including intellectual disability and autism	Essential
Proven track record of working with teams, successful project management and delivery	Essential
Proven successful track record in partnership development	Essential
Knowledge and understanding of psychological assessment and diagnosis	Essential
An understanding of the disability sport landscape (structures and political) at an international level	Desirable
Experience of working with and managing volunteers	Essential
Abilities and competencies	
Self-motivated, with ability to think and perform strategically in a small but busy voluntary sector environment	Essential
Ability to develop strong outcomes and an advocate of change	Essential
Methodical and very well organised with multi-tasking skills and ability to prioritise and plan work	Essential
Ability to proficiently use common IT packages to a competent level including social media	Essential
Able to promote Virtus in a professional manner to a variety of audiences	Essential
Able to work efficiently and effectively with a range of stakeholders forming productive and professional relationships	Essential
Able to manage time effectively and productively, and respond flexibly, considering the international nature of the organization and working across time zones	Essential
Personal qualities	
An interest in working with psychologists supporting people with intellectual impairments across the world	Essential
A passion for and interest in furthering sport and opportunities for people with an intellectual disability and or autism	Essential

Updated 20 May 2025