

WOA DEVELOPMENT OFFICER, AFRICA



Job description

The Development Officer role exists to fulfil the WOA and IOC's aim to engage with and support Olympians.

Develop and strengthen the capacity of National Olympians Associations (NOAs) in line with WOA standards and guidelines.

Promote and deliver WOA and IOC programmes and opportunities.

Facilitate positive relations and collaboration between NOAs, ACs and NOCs.

Employment type: 6-month contract

Start Date: ASAP, ideally September 2021

Location: Remote working based in Africa or Europe

Development Officer Job Description

Responsibilities

1. Provide face to face and remote support to NOAs in Africa (working towards [WOA Checklist of Standards](#))
 - Provide training, education and support on effective NOA leadership, governance, communication and programme delivery
 - Support WOA Grant applications
 - Deliver workshops and meetings to discuss and share best practice between NOAs
 - Support NOA annual planning
 - Ongoing progress monitoring
2. Maintain and expand the number of NOAs in Africa by supporting the creation and activation of new NOAs and enhancing the capabilities of existing NOAs
 - Provide advice and education towards the fulfilment of WOA membership criteria as per the [NOA Start up Guide](#)
3. Facilitate positive relations and collaboration between NOAs, ACs and NOCs
 - Support good communication between stakeholders
 - Promote the value of Olympians as ambassadors for the Olympic Movement
4. Promote and deliver WOA, IOC, Continental Association programmes and opportunities
 - OLY registrations through OLY Presentations and NOA/AC/NOC communications
 - Grants
 - Education / training / employment opportunities
 - Games time opportunities
5. Support the development of resources and best practice
 - Build out and update the NOA Guide
 - Take on global projects as agreed to share best practice, streamline processes, and ensure consistency of support
6. Provide WOA with feedback, activity updates and progress reports
 - Attend regular catch ups with WOA team
 - Provide content for WOA Executive Committee reports
 - Prepare and run quarterly catch ups with WOA Executive Committee members from Africa

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Job description

Training, language and technical skills

- Minimum two years' experience within international sports or non-profit industry
- Fluent English and French is required. Knowledge of other languages is desirable
- Being an Olympian is an advantage
- High competency with IT programmes such as Microsoft Office and CRM systems
- Training, education or coaching experience

Organisational and personal competences

- Based in or with close connections to Africa and able to travel for work from time to time
- Proactive and independent worker (previous experience of remote working is desirable)
- Sense of confidentiality and appropriate communication of information
- Rigorous professional ethics; sense of initiative; ability to work in a dynamic environment and still respect deadlines
- Ability to work with people from varying backgrounds, cultures, experiences, languages and management levels

Behaviour and attitude

- Respect the Olympic Values and internal rules of conduct and all instructions and procedures in place (information security, Code of Ethics, project management methodology, etc.)
- Collaborative, optimistic and solution-oriented team player
- High level of flexibility in a continually evolving environment
- Diplomacy, loyalty and discretion combined with solid professional ethics
- Enthusiasm, proactivity and efficiency

To apply

Please send your CV and Cover Letter in English to rebecca.pike@olympic.org by Tuesday 27 July 2021