

## POST TITLE: Curling World Cup - Sport Manager

### Position Overview

The World Curling Federation (WCF) is the International Federation responsible for the organisation of the Olympic Winter Sport of curling. The WCF is a Swiss-registered company with its administrative office in Perth, Scotland. With 60 members spread across the world, the WCF leads the development of curling through a varied programme of international competitions, education and support programmes. The WCF is also responsible for the Paralympic Winter Sport of Wheelchair Curling.

Following this year's Olympic Games in Korea the WCF will launch a brand new competition format, currently under the working title of the "Curling World Cup". At this initial stage this will be a four-event series specifically designed for broadcasting. The Curling World Cup (CWC) will be spread across the world and will bring together the World's top curlers in a competition designed to increase the profile of the sport and provide additional high level competitive opportunities.

The WCF is now seeking a Sports Manager as a key person in the delivery the CWC. The Sport Manager will report to the Project Manager. The Sport Manager position can be home office based but will require the successful candidate to undertake necessary travel and irregular working hours to support the work of the Federation at CWC events worldwide.

The Sport Manager is a part time position with an estimate time commitment of 80 days, applicants should indicate their salary expectations on their letter of application (this should be expressed the form of a daily rate). The actual payment will be subject to negotiation with the successful candidate.

- Applications should be in the form of a CV and cover letter outlining the candidate's suitability for the post.
- Applications should be submitted by email to: [jorge.vazquez@worldcurling.org](mailto:jorge.vazquez@worldcurling.org)
- Application deadline: March 16<sup>th</sup>, 2018.

### Tasks

During the 80 days per year that this job requires the Curling World Cup sport manager will be responsible for:

- Implementing the CWC Sports operating plan, aligned to WCF and key stakeholder requirements.
- Fulfilling the requirements of teams, players and match officials to ensure the delivery of a world class events for them to be able to prepare and perform at their best; including establishing and implementing agreed client service levels, in conjunction with the WCF.
- Liaising with the WCF, internal and external stakeholders to identify and co-ordinate all Curling technical requirements, including field of play equipment and protocols, playing conditions and sheets allocations and deployment of events officials.
- In conjunction with the WCF and internal CWC resources, overseeing the creation and implementation of a Master Team Schedule, detailing Teams movements and activities throughout the World Cup.
- In conjunction with the WCF and other internal CWC departments, supporting the planning and delivery of Team Meetings and implementation of the Team Communications Plan leading into each CWC leg.
- Coordinating and implementing events briefings as identified, whilst also contributing to event wide sports coordination and reporting at the events.
- Identifying and scoping of non-match venue training venues and overall event-time training schedule.
- In collaboration with LOC's produce a post event/series evaluation report for every leg in order to improve the CWC and secure knowledge sharing

### Requirements

- Extensive hands-on experience of Curling operations, either through delivery of International events, or through playing or coaching at International level. A strong reputation and credibility with stakeholders across the Curling landscape is desirable.
- Excellent communication, negotiation and influencing skills, across a variety of stakeholders, with a focus on achieving agreed outcomes that contribute towards the overall organisational objectives.
- Demonstrated organisational and administrative skills, with a strong attention to detail in the preparation of planning documents, communication and reports.
- A Team player approach, be resourceful and possess the ability to demonstrate initiative; still seeking advice or support when required.
- A proven ability to work with efficiency, flexibility; understanding the ever-changing events environment, which will include unsociable hours.
- A proven track record of demonstrating excellence and innovation.