



INTERNATIONAL TABLE TENNIS FEDERATION

ITTF HIGH PERFORMANCE & DEVELOPMENT ITTF DEVELOPMENT MANAGER Consultancy Services Description

CONSULTANT TITLE: ITTF Development Manager

SERVICES: The ITTF wishes to retain the selected person, on a non-exclusive basis, to act as an independent consultant to provide to the ITTF the services described below.

REMUNERATION: The ITTF Development Manager will be paid a remuneration, based on skillset, experience, and place of residency. The Consultant undertakes to respect all fiscal and social legislation, particularly those in force in his/her country of residence. In particular, the ITTF will not pay any social charges, as the Consultant is acting in an independent capacity.

CONSULTANCY PERIOD: The ITTF Development Manager position is offered for one year, with an evaluation period of three months.

LOCATION: The position will be home-based, with extensive international travel required. Applicants should be willing to work as required to perform the agreed duties with excellence.

MANAGER: The ITTF Development Manager will report to the Head of Continental Development.

MAIN RESPONSIBILITY: To provide strong pathways for players, coaches, officials and administrators to transition from community to high performance. Courses can be held for Coach Education, Umpire Education, Administration Education, Training Camps, Competition Organisation or to Development of a National Sports System.

DUTIES:

- Liaison with Continental Development Managers to ensure that each ITTF Development Agreement of Understanding, is being correctly implemented.
- Secure and service grants under Olympic Solidarity, and manage Continental Development Managers in assisting



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National Associations with their submissions for Olympic Solidarity funding.

- Maintain an overview of budgets for all Continental Development Programs, with frequent reporting to the Head of Investments.
- Ensure reporting expectations are realised by each Continental Development Manager.
- Manage and maintain various databases for reporting requirements at an ITTF level, and to external stakeholders.
- Ensure adequate data collection takes place for all development activities through standardised reporting, and that all data is collected and maintained within databases.
- Liaise with equipment suppliers and sponsors to ensure that National Associations receive assistance in the form of equipment packages.
- Coordinate with Continental Development Managers to ensure quarterly reporting is provided to Continental Federations, the ITTF and other stakeholders.
- Collaborate with the Head of Investments to ensure adequate annual reporting is provided to ITTF Stakeholders.
- Other duties as required by the Head of Investments.

SELECTION CRITERIA:

Candidates for the position of ITTF Development Manager should demonstrate:

Essential Criteria

- Relevant tertiary education in Sports Management and/or Business;
- Five years' experience working within international sport development
- Excellent communication, presentation and interpersonal skills;
- Strong organisational skills and a demonstrated ability to manage multiple projects;
- Ability to work autonomously and as part of a team;
- Proven ability to build rapport with wide range of stakeholders;
- Sound Microsoft Office and Google Suite skills.

Desirable Criteria

- Professional capacity to work in French &/or Spanish



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- Experience within the sport of Table Tennis;

DEADLINE FOR APPLICATIONS: 30th November 2017

Please forward your CV with a cover letter addressing the selection criteria to Daniela Gomes at dgomes@ittf.com.