



BADMINTON EUROPE

House of Sport, Broendby Stadium 20

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Badminton Europe is looking to fill a full time position as Development Manager to join its head office in Copenhagen, Denmark.

JOB DESCRIPTION

Development Manager – Badminton Europe

Badminton Europe is the Continental Confederation administering the sport of badminton in Europe. There are currently 4 full time employees backing up an elected Council of 10 officers and 51 Member Associations. The employment replaces the current Development Manager. Information on the organisation can be found here: <http://www.badmintoneurope.com>

The Development Manager of Badminton Europe is responsible for the implementation of development projects.

The Badminton Europe Development Programme currently includes:

- Badminton Europe School Project
- Badminton Europe Coach Education
- Badminton Europe Equipment Distribution
- Badminton Europe Olympic Projects
- Badminton Europe Regional Projects
- Badminton Europe Summer School
- Badminton Europe Certificated Training Centres
- Women in Badminton Project
- Development & Administration seminar

The main tasks of the Development Manager will be:

- Inviting Member Associations to take part in the projects
- Advertise and suggest experts to run the projects
- Ensure cooperation and delivery of facilities by local organisers
- Communicate with Member Associations and participants before the projects
- Analyse quality and report from projects
- Receive and publish news stories from projects
- Report on Development Grant from BWF

Other tasks for the Development Manager will be:

- Monitor and update the Badminton Europe Development webpage
- Plan and participate in Development Working Group meetings
- Liaise with experts to continuously improve the Badminton Europe Development Programme

The Development Manager will receive the necessary training and back up to get familiar with the tasks required.

The Development Manager will mainly liaise with the General Secretary and the Director for Development regarding work tasks.

The work will include some travelling and some flexibility in working hours will be required.

Remunerations will be in line with experience and qualifications.

Qualifications

- Goals and results
 - You can set goals in your area of work and ensure an adequate planning and follow through
 - You can work and deliver within deadlines
 - You work loyally towards Badminton Europe's strategies and goals

- Personality
 - You have initiative and personal drive
 - You have a structured approach to your work
 - You are a strong communicator
 - You are familiar with the world of badminton and preferably have played/coached badminton
 - You have a vision on the Development of Badminton in Europe and you are motivated to contribute to that Development

- Skills and competences
 - You are comfortable working with Microsoft Office
 - You have a good command of written and spoken English
 - You have strong communication skills
 - You are able to work within a flexible schedule
 - You feel great in a multi-cultural environment

The successful candidate will have to re-locate to Copenhagen and should have the necessary work permission in the EU to be considered for the job. The preferred candidate should fit in well in a young and dynamic environment.

Interested applicants are invited to send detailed Curriculum Vitae to;

Brian Agerbak
General Secretary
Badminton Europe
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All applications must reach the above address by Monday 14 September 2011. Only short listed candidates will be notified. The selected candidate is expected to start no later than 1 November 2011.

