



**European
Gymnastics**

Head Office
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Expression of Interest – Education Coordinator

European Gymnastics is looking for a Coordinator with hands-on mentality to support its' educational activities. The position can be filled by an individual freelancer working remotely or a (temporarily) hired professional working in the Lausanne office of European Gymnastics.

Description of tasks

- Implementation of the strategic plan for educational activities of European Gymnastics.
- Coordination of the calendar of all educational activities (training camps, educational courses, workshops, seminars, webinars, E-Learning content etc.).
- Coordination of content planning for the European Gymnastics E-Learning platform.
- Creation of guidelines and regulations in the field of knowledge & safeguarding.
- Assisting in budget planning & control for educational activities.
- Assisting the European Gymnastics Technical Committees in E-Learning content creation.
- General administrative support for educational activities.
- Project- & events- related assistance (e.g. for Erasmus+ project coordination & organisation of seminars).
- Willingness to take over other administrative tasks for European Gymnastics if needed.

Essential skills & qualifications

- Background in education (at least Bachelor's degree).
- Minimum 2 years of experience in the coordination of educational activities.
- Experience in working with E-Learning content is a plus.
- Business level English, verbal and written.
- Proficiency in the Microsoft Office Suite resp. other similar tools. Good IT abilities to support the creation of E-Learning content are a plus.
- Proactive working style and strong coordination skills. Good level of communication for the contact with various European Gymnastics bodies and others.
- Ability to work independently and remotely, but in cooperation with the European Gymnastics team.
- Some flexibility to travel within Europe and to work outside usual office hours for meetings and events if needed.

To declare interest

If you are a person with a positive attitude and can-do mentality who is interested in working in education in the field of gymnastics, please send

until **Wednesday, March 27th, 2024** to **jobs@europeangymnastics.com** :

- An **up-to-date CV** including **3 references**.
- A **cover letter** outlining your experience & qualifications and explaining why you are suitable for this role.
- Please include information on **financial expectations** (daily fee (freelancer), salary (temporarily hired professional)) and on your **availability for the position**.

Note: This is a temporary assignment initially planned as 50% position (on average 20 hours per week) for 1 – 1.5 years, with the potential to develop further. Start date: Immediately or by arrangement. Applicants as individual freelancers must fulfil the legal- and tax- requirements for being self-employed in the own country of residency. Applicants for the position as hired professional must have valid Swiss work- and residency permits.

Questions?

European Gymnastics General Director Lisa Worthmann, e-mail: jobs@europeangymnastics.com , phone +41 21 613 10 22.

European Gymnastics

European Gymnastics is the continental governing body for the sport of gymnastics and is recognised as such by the International Gymnastics Federation FIG. We represent 50 National Federations and 8.5 million gymnasts all over Europe who take part in our sport from participation level through to international competitive level. We are responsible for the development and operation of European events including the European Championships across multiple disciplines and mass participation events such as Eurogym and the Golden Age Gym Festival.

- **Our Vision:** To be the foundation of a strong community in Europe elevating and inspiring the gymnastics world.
- **Our Mission:** To promote, develop and support synergy among the community to make gymnastics and the people who practise it, at all levels, shine.
- **Our Values:**
 - Respect
 - Unity
 - Excellence
 - Enjoyment