

## BEACH HANDBALL COORDINATOR

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The European Handball Federation (EHF) is the organisation that oversees 50 National and two Associated Federations across Europe and is intrinsically recognised by the International Handball Federation (IHF). The EHF is dedicated to the organisation and management of prominent handball competitions that today are crowned by the EHF EURO events for national teams and the EHF Champions League for club teams. The scope of duties exceeds the arrangement of events, the EHF is dedicated to the development of the game from grassroots development and education to top-level events.

### **The recruitment process to expand the team has begun.**

Location: Vienna  
Contract: Full Time - Permanent  
Department: Competitions – Beach Handball Unit  
Reporting to: Beach Handball Manager  
Starting Salary: EUR 40000 yearly gross (negotiable)  
Start Date: 1 September 2021

### **A career at the European Handball Federation will encompass:**

- International and inclusive professional environment
- Travel opportunities within Europe
- Opportunities to work at top events

### **Application**

Are you a proactive individual interested in an exciting international career? The European Handball Federation invites you to submit your CV and cover letter in English to: [application@eurohandball.com](mailto:application@eurohandball.com). Applicants shall be able and willing to work weekends and/or travel regularly and over periods of up to three weeks.

### **Job Description**

The Beach Handball Coordinator is responsible for the support and administration of the European Beach Handball Tour (ebt) and involved in the organisation of all other beach handball events and projects. The role includes the active development of procedures and guidelines for competitions, support with all beach handball tasks and projects, presence on-site for events and related activities.

### **Key duties and responsibilities**

- ✦ Entire administration and troubleshooting during the ebt season
- ✦ Event preparation and management on-site
- ✦ Online testing administration and implementation of the eLearning portal
- ✦ Development programme support
- ✦ Further development and implementation of marketing and event organisation standards
- ✦ BC meetings
- ✦ BH development webinars
- ✦ Development of media campaign with EHF Media
- ✦ Manage and storage the equipment for EHF Officials
- ✦ Additional tasks/projects as assigned by the CSO or Beach Handball Manager
- ✦ Attend and participate in seminars and meetings as requested by the CSO

### **Experience**

- ✦ Administration and organisation experience
- ✦ Aptitude for constructing presentations/documentation
- ✦ Knowledge of handball

**Hard Skills**

- ✦ Proficiency using the Microsoft Office Suite
- ✦ Fluency in written and spoken English
- ✦ Fluency in German

**Soft Skills**

- ✦ Ability to multitask efficiently and work under pressure
- ✦ Stress resistant and solution orientated
- ✦ Team spirit and a willingness to go the extra mile
- ✦ Additional languages

**END**

## **BEACH HANDBALL COORDINATOR**

### **Detailed Job Description**

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#### **Key tasks and responsibilities**

- ★ Entire administration and troubleshooting during the **ebt season** (from October to September)
  - Daily website update
  - Organisers relationship
  - Teams relationship
  - Shipment of branding materials
  - Verification of results and media production
- ★ **Event preparation**
  - Organiser bidding documentation
  - Registration of teams
  - Team information and communication
  - Support with local organiser coordination
  - Organisation of workshops and site inspection, and minutes
  - Development of the event contract
  - Event material preparation and coordination of shipments
  - Support in partners handling and material orders
  - Covid related measures and sharing with teams
- ★ **Event management on-site**
  - Technical meeting preparation and presentation
  - Distribution EHF official's equipment (clothing, headsets, etc.)
  - Preparation and minutes for TM/OC meetings
  - Office & technical infrastructure set-up
  - Match scouting verification and trouble shooting
  - Nomination of EHF Officials (implementation in the system)
  - EHF officials schedule planning and organisation
  - Team officials contact person
  - Team Covid officials contact person
- ★ **Online testing** administration and implementation of the **eLearning** portal
  - Review and updating of the questions
  - Set up of the exams online
  - Officials assistance during the testing period
  - Reporting of the results to BC
  - Updating the Officials status
- ★ **Development programme support**
  - Explanation of the EHF development program for new ebt organizers
  - Support in partners handling and material orders
  - Support for the new organizers about event organisation standards
- ★ Further development and implementation of **marketing and event organisation standards**
- ★ **BC meetings**
  - Creation of the invitation, agenda and minutes
  - Travel and accommodation organisation for in-person meetings
  - Reporting of the ebt season, number of events and teams