

## JOB DESCRIPTION

**Department** : Communication

**FINA**

**Status** : Manager

**Activity level** : 100%

**Reports to** : Executive Director

The Fédération Internationale de Natation, founded in 1908, is the governing body for aquatics worldwide. FINA's six discipline are Swimming, Open Water Swimming, Diving, Water Polo and Artistic Swimming and High Diving. FINA counts 209 affiliated National Federations on the five continents and has its headquarters in Lausanne (SUI).

### Main responsibilities

- Work in a Senior level position to guide strategic institutional communications
- Create, publish, and identify engaging content for FINA's various communication channels
- Generate content around FINA Events and activities
- Coordinate on-site coverage of FINA Events including the network of media delegates
- Ensure that international media are continuously fed with content and information about FINA's activities and initiatives
- Liaise with third parties to create content for FINA's various communication channels and maximize the media coverage of all FINA Events
- Liaise with Organising Committees and International media to maximise the media coverage of all FINA Events
- Liaise with athletes to produce exclusive athlete interviews and profiles
- Liaise with FINA digital team to expand digital content offerings
- Produce press releases and other texts and publications to ensure FINA's institutional affairs are promoted

### Education, language and IT skills

- Master's degree or equivalent
- Proficient level in English mandatory (French and other languages are an asset)
- Good command of Microsoft Office software (Word, Excel, Power Point, etc.) and Adobe (Photoshop, Dreamweaver)
- Knowledge and experience in digital platforms and social media are essential

### Technical, organisational and personal competences

- Advanced knowledge about on-site media operations
- Proven ability working for sports' events
- Proven ability in institutional communication
- At least +5 years involvement in a senior communication role

### Behaviour and attitude

- Positive, multi-cultural spirit, impeccable discretion and trustworthiness
- Can-do attitude, hardworking, result-driven and stress resistant
- Strong team player with a sense of integrity and proactive approach
- Ability to work outside office hours (evening and weekend)
- Willingness to travel for extensive periods abroad, adaptability to different cultures and sensitivity
- Ability to organise work efficiently, to shift priorities and to carry out different projects in parallel

PLEASE SEND YOUR APPLICATION TO: [hr@fina.org](mailto:hr@fina.org)