

JOB DESCRIPTION

DIGITAL PLATFORM COORDINATOR

Department : Digital

Status : Coordinator

Activity level : 100%

Reports to : Line manager

Mission

The FINA digital department holds several digital platforms and tools as website, mobile app, multimedia content repository & web streaming services.

Mission of the Digital Platform Coordinator is to run operations and maintenance, support enhancements and new developments for existing and new FINA digital assets.

Main responsibilities

- Manage daily maintenance and bug fixing of the FINA digital platforms
- Manage software and hardware architecture integrations between digital platforms
- Provide editorial and technical support for updating content and sections of the digital platforms (update event pages and documents, follow up on live result and event calendars, content claim policy, etc ...)
- Run operation schedules and call sheet for live streaming and digital content distribution
- Contribute to the project management and development for existing and new digital solutions
- Test and validate deliverables
- Coordinate operational and communication workflows with external suppliers and event organisers to ensure the best implementation of digital services (website software updates, web streaming)
- Follow up with internal processes and other departments (Results and Data) to ensure the best level of integration between FINA database/ GMS and the other digital platforms.
- Ensure security, privacy regulations & policies compliancy within the digital platforms. Liaise with the IT department and the external suppliers on these matters.
- Monitor and optimise SEO and metadata collection (add metadata, fix principles and structure for big data ingestion)
- Track and monitor digital analytics, providing solutions for platform optimisations and best practices

Education, language and IT skills

- Bachelor's Degree in IT, Computer Science or Software Engineering or Event/Project Management.
- Minimum 3 years' experience working in equivalent role and/or as Production Coordinator, Web/OTT Product Manager, Webmaster).
- Previous experience in sport organisations is a plus.
- Strong knowledge of web languages and Content Management Systems (HTML, JavaScript , Pulselive CMS)
- Good comprehension and evaluation of UX/UI with basics of web design
- Good knowledge of software integration through APIs and connected services
- Competent with web streaming protocols and content syndication (You Tube)
- Good command of Adobe Suite namely Photoshop, Illustrator & Dreamweaver
- Good command of Project Management tools as ClickUp, JIRA, Slack, Trello, Confluence
- Good knowledge of digital analytics tools as Google analytics and Tag Manager
- Proficient in English (written and spoken). French is a plus

Technical, organisational and personal competences

- Proven track record of managing operations for complex digital platforms
- Meaningful experience of planning and managing complex event workflows in a fast-paced environment
- Proven experience of setting procedures for data entry and metadata
- Strong project management and organisation skills
- Assume responsibility of work and deliver to a very high standard.
- Competence to manage multiple projects simultaneously and deliver tasks according to agreed time frames.
- Resolution of production issues in a timely manner, communicating with external suppliers and internal departments
- Ability to manage multi-tasks, work under pressure and within tight deadlines;
- Demonstrated ability to take initiative, work independently and as part of a team;
- Strong ability to be precise, very attentive to details and able to perform high quality checks;
- Ability to work independently with a collaborative and knowledge sharing approach;
- Experience working within an international environment and ability to adapt to different countries and cultures;

Behaviour and attitude

- Positive, multi-cultural spirit, impeccable discretion and trustworthiness
- Can-do attitude, hardworking, result-driven and stress resistant
- A sport passionate identified in a clean sport and fair play values
- Strong team player with a sense of integrity and proactive approach
- Ability to work under pressure and within tight deadlines
- Willingness to travel, adaptability to different cultures and sensitivity
- Ability to organise work efficiently, to shift priorities and to carry out different projects in parallel

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