ABOUT FINA

The Fédération Internationale de Natation, founded in 1908, is the governing body for aquatics worldwide. FINA’s six discipline 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).

JOB OFFER

Event Data Operations Team Leader M/F – Permanent Contract – 100%

FINA is seeking an operations team leader to oversee the data management of its events operations tool, GMS, to join our Team in Lausanne (SUI) for a permanent period.

The Mission – What you will do

You will be leading FINA’s Data, Entries and Results operations team.

Your missions will be:

- Support the planning and delivery of event services through the use of the FINA GMS and Results systems.
- Overall lead for systems usage, training and integrations with Organising Committees.

Your main responsibilities will be:

- Management of FINA GMS event data team
- Support the planning and delivery of event services and on-site operations:
  - Registrations
  - Accreditations and Access Control
  - Sport Entries
  - Visa and Logistics Services
  - Local Participants
  - Reporting and Post-Event Statistics
- Overall lead for system usage, training and integrations with Organising Committees.
- Preparation and revision of information for internal documents and official communications
- Administering competition management policies related to the specific event.
- Supporting internal business units to achieve their missions through an efficient and coherent use of the FINA GMS.
- Management of GMS User access and grants.
The person - Who we are looking for

You have:

• University degree or higher education.
• Knowledge of aquatics and the sports industry.
• 5+ years of overall experience and proven track record in sports and big events organisation and operations management, including at least 3 years of database and accreditations management.
• Excellent command of English and preferably at least one other language for business communications.
• High competence of Microsoft Office suite.
• Knowledge of Adobe suite software (Photoshop, Adobe Acrobat).

Also:

• Knowledge of sports industry, organisations and events
• Meaningful experience of planning and managing complex event operations sporting events in a fast-paced environment and under pressure
• Solutions-focused and can-do attitude under pressure
• Competence to manage multiple projects simultaneously and deliver tasks according to agreed time frames
• Database management experience & understanding of GDPR constraints
• Excellent presentation and communication skills, interpersonal skills and ability to interact with all levels of the organization.
• Experience working within an international environment and with other countries and cultures.
• Motivation and interest in working abroad for periods of up to 3 weeks at a time

What we offer

A challenging position within a growing environment and organisation.

An opportunity to work in the heart of the organisation of our competitions and events organisation.

Start date: Immediately or to be agreed
Location: Lausanne, Switzerland

If you are interested in this position and you meet the requirements in the profile, don’t miss to submit your application.

We look forward to hearing from you

Please send your application to hr@fina.org