

## Position Vacancy

### **ICSSPE Communications and Marketing Manager (75%)**

With about 200 research institutions, non-governmental sport organisations and public authorities, the International Council of Sport Science and Physical Education (ICSSPE) encourages cooperation between scientists, policy-makers and practitioners. ICSSPE's mission is

- to integrate research to enhance physical activity and sport;
- to educate for improved quality of life and health for all people through physical activity and sport; and
- to promote policies for active lifestyles, human performance and good governance in physical activity and sport.

In pursuance of its mission and strategic goals, ICSSPE abides by the principles of Inclusion, Reliability, Cooperation and Equality. The legal seat and the Executive Office of the organisation are inside the Olympic Park of Berlin, Germany.

**To promote the organisation and its activities, ICSSPE is offering a 75%-position (29,5h/week) as Communications and Marketing Manager.**

#### **Job description**

- Development and implementation of a corporate communications strategy;
- Management of the ICSSPE website;
- Promoting ICSSPE and its programmes through regular social media posts;
- Writing of business reports;
- Text production for brochures, flyers, and presentations;
- Production of press releases;
- Adapting comprehensive research findings to the demands of various stakeholder groups;
- Representation of ICSSPE in meetings in- and outside of Germany;
- Part-time position (29,5h/week);
- Workplace is the Executive Office;
- The Communications and Marketing Manager reports to the Executive Director.

#### **Salary**

The salary is derived from remuneration level 13 for civil servants in Berlin.

For further information, please visit

<https://oeffentlicher-dienst.info/c/t/rechner/tv-l/west?id=tv-l-2020&matrix=1>

**Required qualifications and competences**

- Master Degree in Corporate and Marketing Communication, Marketing, Public Relations, Journalism or a comparable degree;
- Experience in Corporate and Marketing Communication;
- Comprehensive knowledge of current developments and discussions in sport, sport science, physical education and physical activity;
- Ability to identify topics and developments relevant for ICSSPE members and partners;
- Expertise in professional writing of news articles, press releases, and social media posts etc.;
- Very good presentation skills;
- Confident in performing in intercultural settings;
- Excellent communications skills, verbally and in writing, in English and in at least one other language, preferably Spanish or French;
- Experienced user of Microsoft Office, especially Word, Excel and PowerPoint;
- Good knowledge of digital programming and graphics;
- Responsive to the needs of other team members and supportive for the benefit of the overall performance of the team;
- Willing to work outside office hours, whenever needed.

The position can be filled immediately after a successful application process.

As ICSSPE is abiding by the principles of Inclusion and Equality, these principles are also part of ICSSPE's employment policy.

If the announcement has sparked your interest and you can identify with ICSSPE's vision, mission and values, please send your application in one pdf not exceeding 5MB to

Detlef Dumon  
Executive Director  
ddumon@icsspe.org

by 22<sup>nd</sup> of November 2020.

**The application should contain**

- a cover letter;
- a CV;
- evidence of expertise and experience such as degree certificates, references, work examples, etc.

and should be submitted in English or in German.

Interviews will take place soon after the application period.