

The Union Cycliste Internationale (UCI) is the world governing body for cycling. The UCI's mission is to develop and promote cycling, in close collaboration with National Federations, as a competitive sport, as a healthy recreational activity or as a means of transport. Additionally, the UCI promotes a number of its own events, including the UCI Road World Championships, an iconic annual event, and a wide range of other UCI World Championships and World Cups across the various disciplines. It is based in Aigle- Switzerland- at the World Cycling Centre.

The UCI is seeking an :

International Relations Coordinator (100%)

Mission :

The International Relations Coordinator will be in charge of improving, developing and promoting communication between the UCI and the National Federations as well as with the Continental Confederations.

Responsibilities and mains tasks

- To put in place, manage and develop the National Federations and Continental Confederations database
- To develop and maintain excellent contacts with National Federations and Continental Confederations
- To identify the needs and expectations of National Federations and Continental Confederations with a view to preparing a four-year action plan
- To manage and develop the National Federation extranet
- To manage and prepare the budget in relation to the different planned activities
- To supervise and prepare the Training and Development Commission as well as the Federations Commission
- To facilitate the delivery of the Presidential manifesto commitments.

Profil :

- Higher education or equivalent
- At least 5 years' experience in managing international relations within a sports federation
- Deep knowledge of the organisation and regulation of cycling events
- Ability to manage priorities and meet deadlines
- Ability to maintain good relationships with the various stakeholders
- Excellent command of English/ Russian both oral and written
- Available to travel and work regularly at weekends.

Start date: immediately or to be agreed

Join us and you will have every opportunity to use your skills, to be involved in current sporting activities and to contribute to the success of a modern and dynamic organisation.

If you are interested in this position and you meet the criteria outlined in the profile, please e-mail your application and supporting documents (covering letter, CV, employment references and qualifications) to the following address: job@uci.ch.