



IKF VOLUNTEER POSITION VACANCY ANNOUNCEMENT

OPEN VACANCY

Position title	Working Group Member - Project Manager
Part of the committee	Korfball Academy Working Group (see IKF Organogram)
Tasks and responsibilities	<p>The Korfball Academy Working Group is responsible to lead the project aimed at organising and developing the IKF online teaching platform and the several courses within it, with the ultimate goal of educating worldwide coaches, referees, and managers of national and regional organisations.</p> <p>As Project Manager, you will provide overall leadership direction to the project, including the management of project quality, timeliness, as well as supporting the working group.</p> <ul style="list-style-type: none"> • Manage and track progress of the online platform; • Assist in defining project scope and goals: creation of short- and long-term project plans (including targets, milestones, deadlines, allocation of resources), align with stakeholders concerning details and deliverables; • Communicate with committee members and internal stakeholders as well as external partners; • Organise the structure of the Korfball Academy.
Required time	4-6 hours per month
Required skills/competencies	<p>Specific skills:</p> <ul style="list-style-type: none"> • Good understanding of online teaching platform “Google Classroom”; • Good knowledge of “Google Workspace”; • Teaching experience; • Project management skills including project documentation; • Stress resistant and solution oriented; • Team spirit and a willingness to go the extra mile; • Ability to multitask efficiently and work under pressure; • Global mindset and ability to work across cultures, including an understanding of needs and strategies for smaller and larger federations. <p>Computer skills:</p> <ul style="list-style-type: none"> • Microsoft Teams; • Google Classroom; • Google Workspace.

	<p>Language skills:</p> <ul style="list-style-type: none"> fluent in English (writing and speaking).
Reporting to	Chair Korfball Academy Working Group
Appointment term	<p>Every working group member in the IKF is appointed for a 2-year term, which can be renewed at the proposal of the Working Group Chair.</p> <p>This appointment will terminate at the end of December 2023</p>
Benefits	<p>This position is a volunteer position. Expenses will be covered in according with the IKF expenses policy. In general, these cover only out-of-pocket expenses that are directly related to the execution of the task, such as travel expenses. Expenses can only be incurred after approval of the taskforce chair.</p>
APPLICATION	
Deadline	May 2, 2022
How to apply	To apply for this open vacancy it is necessary to fill in and submit the application form that can be found here
<p>Please be aware that all IKF volunteers need to be compliant with the IKF Code of Ethics</p> <p>For any further enquiries please contact office@ikf.org</p>	