



IKF VOLUNTEER POSITION VACANCY ANNOUNCEMENT

OPEN VACANCY

Position title	Coordinating Officer
Tasks and responsibilities	<p>The IKF CO is the first line of contact of the IKF towards the Local Organiser of an IKF event, both during the preparation and execution of the event. The main task of the IKF CO is to assist the Local Organising Committee (LOC) to put into place the necessary organisation for the event and to assist in its smooth running, and to act as liaison between the IKF Office, the LOC, the relevant IKF Committees and the IKF Officials. Leading in this relationship is the contract between the IKF and the relevant National Organisation and the IKF Event Handbook.</p> <p>Furthermore, in case there is no IKF Executive Committee member present at the event, the CO needs to represent the IKF towards (local) authorities and other partners, as well as speech during the opening- and closing ceremonies.</p>
Required time	<p>The required time per event is approximately 2 hours per week. The required time will increase in the months and weeks closer to the event, but will not exceed 5 hours per week. Coordinating Officers may be asked to travel to the host country for a check visit of 2 to 3 days. Furthermore, Coordinating Officers attend the events for which they are appointed, which durations range from 4 to 7 days.</p>
Required skills/competencies	<ul style="list-style-type: none"> - Good organisational and planning skills. - Good communication skills. Fluent in English, both verbal and in writing. - Good social skills. Being a team player and is able to work with people from different backgrounds. - Cultural sensitivity: being able to work within a context of different cultural backgrounds - Organisational sensitivity: being able to recognise possible sensitivities within the IKF, the host or the participating countries. - Bold attitude: being able to resolve operational problems and 'get the job done'.
Reporting to	<p>IKF Competition Committee, chair: Gert Dijkstra (gert.dijkstra@ikf.org) and/or IKF European Competition Working Group, chair: Samuel Stevenson samuel.stevenson@ikf.org)</p>
Appointment term	<p>This concerns an appointment for a 2-year term, which can be renewed at the proposal of the Committee's Chair.</p>

Benefits	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 committee chair.
APPLICATION	
Deadline	May 31, 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
Please be aware that all IKF volunteers need to be compliant with the IKF Code of Ethics For any further enquiries please contact office@ikf.org	