



The International Hockey Federation's (FIH) priority is to govern the sport of hockey worldwide. In so doing it must increase the participation, the profile and the financial viability of the sport.

In our headquarters in **Lausanne**, we are looking for a

Sport & Development Coordinator with a focus on Anti-Doping

Mission:

As an integral part of the FIH Sport & Development team, this Coordinator will contribute towards achieving the ambition and purpose of the FIH and for hockey globally, and to uphold and display the FIH values.

Reporting to the FIH Sport & Development Director, the Coordinator will have a close working relationship with the other members of the Sport & Development team, as well as the wider FIH staff, FIH members (Continental Federations and National Associations) and external anti-doping bodies including WADA, NADOs and external suppliers.

Responsibilities:

1. Delivery of the FIH anti-doping program
 - Manage the delivery of the OOC and In-Competition testing program as agreed with WADA
 - Management of external agency resource to deliver the agreed testing program
 - Collect and maintain team whereabouts for OOC testing
 - Devise and monitor OOC testing program
 - Coordinate and supervise In-Competition testing at FIH events
 - Be the main point of contact for ADAMS database
 - Develop all WADA required documentation
 - Oversee implementation of new WADA Code in 2021
 - Oversee and follow-up on results management of Adverse Analytical Findings
 - Liaise with internal FIH Legal team to manage any anti-doping cases
 - Coordinate FIH Therapeutic Use Exemption (TUE) Committee and process TUE applications in accordance with International Standards
 - Deliver FIH anti-doping education program including education booths at FIH events, and oversee, track and follow-up on mandatory anti-doping education online courses with special focus on athletes and support personnel participating in FIH events
 - Keep up to date, and be the internal expert, on the WADA Code, WADA's International standards, guidelines, and technical documents as well as the FIH anti-doping rules
 - Keep anti-doping section of the website up to date
 - Work closely with National Anti-Doping Organisations (NADOs)
 - Attend relevant anti-doping and WADA conferences on behalf of the FIH

2. Secretary of the FIH Health & Safety Committee

- Attend Committee meetings, taking notes and following up on agreed actions
- Act as the secretary of the Committee, in regular contact with the Committee Chair, passing questions from the global hockey community to them
- Monitoring and tracking the progress of agreed H&S projects

In addition, depending on resource and capacity, there will be opportunities to be involved in Development projects including International Women's Day, Olympic Day, World Health Organisation Walk the Talk activity and other International Development activity.

Skills:

- Understanding and experience of working in anti-doping
- Scientific experience and/or education qualifications
- Sharp and efficient, positive "can-do" attitude, flexible to learn new tasks
- Good organizational and analytical skills, detail-oriented
- Fluent in English, other language skills an advantage
- Knowledge of and passion for hockey an advantage
- Excellent computer skills

Are you interested in this position? Do you wish to integrate into our dynamic, international team? We look forward to receiving your application via [JobUp](#).

No applications through recruitment agencies.