



JOB SPECIFICATION

Title of Position:	Sport Intern
Location:	Lausanne, Switzerland
Type of Appointment:	Full Time, 6-9 month fixed term contract
Start Date:	As soon as possible

Summary of Position

The FIH's first 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. As an integral part of the FIH team, the Sport Intern is to contribute to achieving the ambition and purpose of the FIH and for hockey globally, and to uphold and model the FIH values.

Major areas of responsibility include assisting the Sport Coordinator to manage the FIH Quality Programme partners and suppliers and supporting the Sports Manager with maintaining Technical Official/Umpire records, Competition Files and document archiving, Tournament Management System administration and various projects including research and statistical analysis of international hockey matches and the World Ranking system.

Reporting/Working Relationship

The Sport Intern reports to the Senior Sport Manager. The Sport Intern has a close working relationship with all members of the Sport team including the Sports Coordinator, the Facilities and Quality Programme Manager, the Sport Manager, Senior Sport Manager and the Sport Director.

Responsibilities

FIH Quality Programme - [FIH Quality Programme | FIH](#)

- Promotion of QP suppliers on FIH social media channels
- Logging receipt of test reports and follow up
- Maintaining records of certified facilities and hockey products and update the website
- Assisting the Sports Coordinator and the Facilities and Quality Programme manager in management of QP

Competitions and Tournament Management System (TMS) - [International Hockey Federation \(fih.ch\)](http://www.fih.ch)

- Assisting as necessary with various elements in the set up and management of tournaments and competitions on TMS
- Assist Teams and Technical Officials in use of TMS to manage teams at competitions
- Maintaining/organizing records of the relevant papers from all FIH, such as Anti-Doping Certificates and Tournament Reports

Umpires and Officials Projects

- Monitoring of Umpire fitness data
- Manage umpire and officials kit distribution
- Manage official regrades – including updating TMS, letters

Research Projects

- eg analysis of World Ranking system - [FIH Outdoor World Hockey Rankings](http://www.fih.ch)

And any other reasonable task that the Employer may ask of the Employee.

Qualifications

- Interest in, and knowledge of, Hockey
- Previous playing or officiating experience considered an advantage
- Interest in data, strong administrative skills and detail oriented
- Ability to multi-task and manage multiple priorities
- IT skills, fluent with Microsoft Office
- Strong verbal and written communication skills in English
- Swiss citizenship or valid working permit.

Personal Attributes

- Keen to gain experience within an International Federation with a view to pursuing a career within Sports Administration
- Customer service orientation, friendly, polite and well presented
- Highly developed sense of order, satisfaction from things running well
- Gain satisfaction from assisting the others and a good team player
- Sense of tact, diplomacy and initiative with a “can-do” approach to situations
- Capable of setting a high standard of administrative professionalism
- Accurate, methodical, and timely approach to work is necessary.

If you are interested in this position and wish to integrate our international team, we look forward to receiving your dossier. We accept applications only via JobUp. No applications through recruitment agencies.