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Job Title: Asia and Oceania Continental Manager

Employment Type: Full-Time

Start Date: March 2025

Location: ICF Hangzhou Office, China (refer to website for details).

Working Hours: Monday to Friday, 9:00 AM to 5:30 PM local Beijing time.

Application Deadline: 16 February 2025

Apply To: info@canoeicf.sport

Job Description: Asia and Oceania Continental Manager

Department: ICF Development

The International Canoe Federation (ICF) serves as the global authority for canoe and kayak paddling sports, overseeing 10 disciplines worldwide and recognized by the International Olympic Committee (IOC). With 171 national federations, the ICF unites millions of paddlers globally, from grassroots to elite levels, promoting a passion for paddle sports for all.

The Development Department plays a pivotal role in advancing paddlesport worldwide, ensuring alignment with the ICF's core values and strategic initiatives.

In this role, the Asia and Oceania Continental Manager will collaborate with internal and external stakeholders to foster the growth of paddlesport in the region. They will address region-specific challenges, drive development efforts, and strengthen community relationships. Initiatives may include coaching courses, training camps, education programs for national federations, and establishing regional excellence training centers.

A successful candidate will bring extensive experience in paddlesport, strong project management skills, and the ability to work effectively with diverse stakeholders. They should demonstrate a results-driven mindset, with a proven ability to deliver impactful initiatives that promote the sport's growth. Strong communication, organizational skills, and adaptability in a multicultural environment are essential.

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Responsibilities:

- Lead the implementation of regional development initiatives, collaborating with stakeholders to achieve strategic objectives.
- Support the execution of strategic priorities to enhance paddlesport development across the region.
- Strengthen relationships with federations, governments, and sports organizations to advance paddlesport growth.
- Act as a regional representative for paddlesports, promoting ICF's vision and events.
- Deliver ICF development projects while identifying new opportunities to drive paddlesport growth at the continental level.
- Assist in the creation and delivery of programs tailored to regional needs, incorporating coaching, racing rules, and regional strategies as relevant.
- Execute and manage action plans within excellence training centers / development hubs, ensuring alignment with project goals, timelines, and budgets.
- Contribute to project planning, budget management, and monitoring to ensure effective program delivery.
- Contribute to educational initiatives, such as seminars and workshops, as part of the broader development agenda.
- Regularly report project progress and outcomes to the department head.
- Contribute to departmental activities and support organizational goals.

Requirements:

- Bachelor's degree or higher in sports management, business administration, or a related field.
- Strong knowledge of paddlesport and experience contributing to its growth through impactful initiatives or roles.
- Minimum of 3 years of experience in project management, sports development, or related roles, with a proven track record of successful project delivery.

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- Familiarity with coaching principles and racing rules to support program delivery and stakeholder engagement.
- Strong communication, collaboration, and stakeholder management skills, with the ability to guide and support initiatives effectively
- Familiarity with the structure and stakeholder dynamics of the sports industry, particularly in the context of paddlesport
- Proficiency in Microsoft Office suite programs and project management tools.
- Ability to travel internationally.
- Fluency in English is essential; proficiency in additional Asian languages is a strong advantage.