

## **Position Vacancy**

### **ICSSPE Sport Science Research Manager (100%)**

With about 170 governmental sport, health and education authorities, non-governmental sport organisations as well as scientific and educational organisations and institutions, the International Council of Sport Science and Physical Education (ICSSPE) encourages cooperation between scientists, policy-makers and practitioners. ICSSPE's mission is

- to integrate research to enhance physical activity and sport;
- to educate for improved quality of life and health for all people through physical activity and sport; and
- to promote policies for active lifestyles, human performance and good governance in physical activity and sport.

In pursuance of its mission and strategic goals ICSSPE abides by the principles of Inclusion, Reliability, Cooperation and Equality. The legal seat and the Executive Office of the organisation are inside the Olympic Park of Berlin, Germany.

**To support the Development Committee and the office team, ICSSPE is offering a position as Sport Science Research Manager.**

#### **Job description**

- The Sport Science Research Manager closely cooperates with the ICSSPE Development Committee, which is the organisation's forum for interdisciplinary exchange and cooperation and which is charged with enhancing ICSSPE's profile. The Development Committee develops the working programme of the organisation, which includes the planning and implementation of events and the production of multi-disciplinary scientific publications;
- Production of literature reviews and other evidence based outputs in multi-disciplinary projects;
- Editing of multi-disciplinary publications;
- Designing and writing grant applications for external project funding;
- Marketing of sport science research;
- Organisation of scientific and technical events;
- Representation of ICSSPE in project meetings in- and outside of Germany;
- Full-time position (39,25h/week);
- Workplace is the Executive Office;
- The Sport Science Research Manager reports to the Executive Director.

#### **Salary**

The salary is derived from remuneration level 13 for civil servants in Berlin.

For further information, please visit

<https://oeffentlicher-dienst.info/c/t/rechner/tv-l/west?id=tv-l-2020&matrix=1>

**Required qualifications and competences**

- Master degree in Sport Science;
- Good knowledge of current developments and discussions in sport, sport science, physical education and physical activity;
- Expertise in multi-disciplinary research in the fields of sport science, physical education or physical activity;
- Expertise in the application of current research methods;
- Ability to edit publication manuscripts according to scientific protocols;
- Evidence of working successfully in multi-cultural groups and settings;
- Experience in organising events;
- Excellent communication skills, verbally and in writing, in English and German;
- Experience in report writing;
- Experience in grant writing;
- Experienced user of Microsoft Office and common editing programmes;
- Interest in working in a multi-cultural setting;
- Responsive to the needs of other team members and supportive for the benefit of the overall performance of the team;
- Willing to work outside office hours whenever needed.

The position can be filled immediately after a successful application process.

As ICSSPE is abiding by the principles of Inclusion and Equality, these principles are also part of ICSSPE's employment policy.

**The application should contain**

- A cover letter;
- A CV;
- Evidence of expertise and experience such as degree certificates, references, work examples, etc.

and should be submitted in English or in German in **one PDF, not exceeding 5 MB**.

If the announcement has sparked your interest and you can identify with ICSSPE's vision, mission and values, please send your application to

Detlef Dumon  
Executive Director  
ddumon@icsspe.org

by 12<sup>th</sup> January 2022.

Interviews will take place soon after the application period.