



The European Volleyball Confederation (CEV) is the institution responsible for governing 56 National Federations throughout Europe and is recognised as such by the Fédération Internationale de Volleyball (FIVB).

Our ultimate goal is to promote Volleyball, Beach Volleyball and Snow Volleyball and to raise the status of our sport to a higher level. Whether the game is played indoors, on sand or on snow, Volleyball connects and brings people together – from children playing in their free time up to professional, elite athletes.

We cultivate a strong sense of togetherness with all stakeholders, the Member National Federations, their national leagues, clubs, players, organisers and other partners of European Volleyball, from grassroots level to the top events.

We are currently looking to recruit a:

Beach Volleyball Project Coordinator

Location	Luxembourg
Type of Contract	Full time - Permanent
Department	Beach & Snow Volleyball department
Reporting to	Head of Beach Volleyball
Salary:	Competitive
Start date:	Immediately

The Role

As a member of the CEV Beach Volleyball & Snow Volleyball Department, the Beach Volleyball Project Coordinator is primarily responsible for the coordination and delivery of CEV Beach Volleyball projects and events, by contributing to the successful planning and execution in close collaboration with other departments, National Federations and other involved stakeholders.

Your main responsibilities include:

- Coordination and organization of CEV Beach Volleyball events;
- Manage day-to-day communication and coordination among all involved project stakeholders;
- Development and implementation of new initiatives within the CEV scope and with the core principles of innovation and product enhancement;
- Creation of the Bidding documents, Handbooks and Operational Manuals for CEV Beach Volleyball Events;
- Prepare and coordinate meetings with organisers and site visits;
- Work in close cooperation with other CEV departments in order to ensure the right connection among the different aspects of each Beach Volleyball Event (Technical, Marketing, Communication, Legal, Refereeing, etc.);
- Preparation and participation in meetings with CEV organs and working groups;
- Support and collaborate in daily operations and workflow of the Beach & Snow Volleyball department.

Requirements

- Minimum of 2 to 3 years of experience in the sport management sector, previous involvement in Beach Volleyball will be a plus;
- Bachelor's degree in Sports Management or equivalent;
- Strong Project Management skills;
- Proficiency in Microsoft Office (Excel, Outlook and PowerPoint in particular);
- Well-founded insights into the sports industry
- Experience to work with Project Management tools like Asana will be a plus.

Languages

- English proficiency in both speaking and writing
- Any other European language is a plus.

Soft skills:

- Excellent organisational and time management skills and ability to multi task, prioritise tasks and work under pressure in order to deliver projects in time;
- Strong communication, analytical, problem-solving and interpersonal skills;
- A good sense of pro-activity and team spirit;
- Flexible and willing to work and travel according to the busy schedule of the many "CEV Beach Volleyball Events", including at weekends;
- Flexibility in terms of job content and readiness to assist other colleagues/departments whenever needed;
- High level of trustworthiness;
- Independent professional ready to contribute to the overall goals of the organisation;
- Interest in working in a fast-paced and international sports environment.

If you are a highly talented professional, wishing to further your career in an exciting, professional and international environment, we encourage you to send your **CV and motivation letter in English** to:

Confédération Européenne de Volleyball

Mrs. Annemiek Van Baarsen – Head of Administration & HR – jobs@cev.eu