



COMMUNICATIONS MANAGER

SportAccord is a global sport and business event organisation that serves as a platform to connect International Federations, rights holders, organising committees, cities, sports businesses, media and all organisations involved in the development and business of sport. At its most recent annual flagship event, the World Sport & Business Summit, in Birmingham, West Midlands, SportAccord brought together more than 1,700 delegates. Additionally, it organises the IF Forum, which is attended by more than 100 International Federations, as well as multi-sport games.

To enhance its team and as part of an internal reorganisation, SportAccord is seeking to appoint a :

COMMUNICATIONS MANAGER

+ Main responsibilities

- Develop and implement the overall communications strategy for the organisation, including institutional communications and the promotion of SportAccord events.
- Ensure year-long engagement with stakeholders across the sport and business sectors to maintain a proactive communications approach, organisational transparency, consistency in messaging, and relevance. Anticipate, monitor and manage reputational risks and oversee crisis communications.
- Create content such as press releases, website updates, press articles, speeches, lines-to-take, and visual and written content for the organisation's different platforms.
- Manage media relations, including media partnerships for events throughout the year, and run press conferences at events.
- Manage external suppliers such as video production teams, photographers, web agencies, freelance writers and communications consultants.
- Manage and update the organisation's websites, as necessary.
- Collaborate with the Marketing and Social Media Executive to manage the SportAccord brand and overall visual identity across all platforms and events.
- Deliver an effective internal communications function.
- Conduct media monitoring and prepare media reports.
- Anticipate, monitor and manage reputational risks and oversee crisis communications.
- Support the Managing Director in communications with the Executive Committee.

+ Profile

- Proactive, highly motivated, and experienced communicator who enjoys new challenges.
- Calm, pragmatic, hands-on doer.
- Creative, lateral thinker with strong analytical skills
- Good team player who is effective at building relationships externally and internally.
- Demonstrates sound judgement and effective decision-making skills.
- Experience of working within the sports sector and a good understanding of how International Federations and other sporting organisations function.
- Comfortable working in an international environment with high intercultural sensitivity.
- Native English speaker with excellent writing skills. Proficiency in French or other languages is an advantage.
- Minimum of 6 years of work experience.

+ Submit your application

SportAccord is headquartered at the Maison du Sport International in Lausanne, the Olympic Capital, near the IOC, numerous International Federations, and other key members of the sports ecosystem. This position is office-based, with travel required as necessary, including for event preparation and on-site work. You will report directly to the Managing Director.

Start date: To be determined / as soon as possible. Competitive salary.

If you are interested, please send your CV and cover letter to: hr@sportaccord.sport

Closing date: 30 June 2024

Joining SportAccord means becoming part of a dynamic, forward-thinking organisation at the forefront of global sport. For more information about SportAccord, please visit www.sportaccord.sport