



The International Hockey Federation's (FIH) 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.

For our headquarters in Lausanne, we are looking for an

## Events Manager (100%)

### Mission:

Reporting to the Events Director, the Events Manager will contribute to the delivery of the FIH's strategy as part of the Events Department and will contribute to raising the delivery standards of FIH international events.

The Events Project Manager role focus on planning, implementation, delivery and overall coordination for the Events concerned, in coordination with internal departments and external stakeholders.

The Events Manager will assist in defining the events and contribute to the development of the wider new Event Portfolio. The Events Manager will assist in development of allocated projects on event documentation, event operating models and bidding documentation. Travel will be required.

This position is open for experienced professionals, and we are looking for sharp and efficient candidates, endowed with a positive "can-do" attitude to work.

### Responsibilities:

- Support the Events Director with event project management.
- Project manage the planning and delivery of FIH Events including project plan, timelines, risk registers, and follow-ups.
- Work closely with Sport, Marketing, Communications, Technology, HR & Finance, Commercial and Broadcast colleagues to coordinate central planning, implementation, issue tracking and delivery with good collaboration and liaison between all key stakeholders.
- Liaise with NA hosts, set up pre-event meetings & calls, coordinate communications and any site visits that are deemed appropriate to monitor host preparations as well as follow-up of issues & actions with all relevant departments.
- Work with Host NAs to ensure matches are organized by Hosts to be delivered in line with the FIH Event Manual and commercial obligations.
- Manage and oversee the creation of event documentation, including the Manual, processes for delivery of match day sport & broadcast presentation items such as athlete head shots and the Annual review process and documentation.
- Ensure delivery of central workshops and meetings and associated content production related to these meetings.
- Appoint and negotiate contracts with third parties where required.
- Support match day issues and operations on site, if required.

And any other reasonable task that the employer may ask of the employee.



### Skills & Qualifications:

- Minimum 5 years of sport event management planning and experience.
- Appropriate tertiary qualification.
- Software knowledge: MS Office – Word, Excel, Power Point, Outlook, SharePoint.
- Appreciate working as part of a team in a multicultural environment.
- Excellent command of written and spoken French and English, other languages a plus.
  
- Strong management, communication and problem-solving skills.
- Proactive and ability to be a team player.
- Capable of setting high standards of administrative professionalism.
- Ability to make sound decisions.
- Honest, discrete and ethical.
- Highly organized approach to work, ability to multi-task with attention to detail.
- Positive, flexible and optimistic approach, able to quickly adapt to the changing nature of work.

### We offer you:

- A dynamic international working environment
- 6 weeks of holidays per year
- Other advantages such as half price fare and sport incentive

### Additional information:

- Starting date: As soon as possible or 01.09.2024
- Contract type: Either a fixed-term contract of at least 6 months or an unlimited contract (CDI)
- Deadline for application: 15.07.2024
- **Only applicants who are Swiss citizens or hold a valid Swiss work permit will be considered.**

If you are interested in this position and wish to integrate our international team, we look forward to receiving your dossier.

We only accept applications via JobUp.ch. No applications through recruitment agencies.