

BEACH HANDBALL MANAGER

The European Handball Federation (EHF) is the organisation that oversees 50 National and two Associated Federations across Europe and is intrinsically recognised by the International Handball Federation (IHF). The EHF is dedicated to the organisation and management of prominent handball competitions that today are crowned by the EHF EURO events for national teams and the EHF Champions League for club teams. The scope of duties exceeds the arrangement of events, the EHF is dedicated to the development of the game from grassroots development and education to top-level events.

The recruitment process to expand the team has begun.

Location: Vienna
Contract: Full Time - Permanent
Department: Competitions – Beach Handball Unit
Reporting to: Chief Sports Officer
Starting Salary: EUR 48000 yearly gross (negotiable)
Start Date: 1 September 2021

A career at the European Handball Federation will encompass:

- International and inclusive professional environment
- Travel opportunities within Europe
- Opportunities to work at top events

Application

Are you a proactive individual interested in an exciting international career? The European Handball Federation invites you to submit your CV and cover letter in English to: application@eurohandball.com. Applicants shall be able and willing to work weekends and/or travel regularly and over periods of up to three weeks.

Job Description

The Beach Handball Manager is responsible for all beach handball topics within the EHF and the delivery of all beach handball competitions (pre-, during, and post-season) working in close cooperation with other departments and, specifically, with the client(s) being the club(s) and national federation(s). The successful candidate is expected to manage a high level of coordination and communication that supports the objectives of the European Handball Federation and serves the needs of the client(s). The event inventory is as follows: Beach Handball EURO | YAC Beach Handball EURO | BH EURO Qualification tournaments (“BH Championships”) | Champions Cup | ebt Finals | EUSA Championships and Games | European Games 2023.

Key duties and responsibilities

- ✦ EHF Beach Handball Commission - management and guidance
- ✦ Cooperation as required with the International Handball Federation (IHF) / European Olympic Committees (EOC)
- ✦ Activity/Event preparation for all events incl. budget preparation and final accounting
- ✦ Coordination with the in-house legal department for legal cases/issues/documents/contracts
- ✦ Coordination with EHF Media: strategy, ideas, content input, campaigns, etc.
- ✦ Coordination with EHF IT: projects, demand management, accreditation, Pluriscout, etc.
- ✦ BH development strategy, administration, education, eLearning, etc.
- ✦ Supplier/Partner relations: key account
- ✦ Supervision of the Beach Handball Coordinator
- ✦ Additional tasks/projects as assigned by the CSO
- ✦ Attend and participate in seminars and meetings as requested by the CSO

Experience

- ✦ Administration and organisation experience
- ✦ Aptitude for constructing presentations/documentation
- ✦ Knowledge of handball

Hard Skills

- ✦ Proficiency using the Microsoft Office Suite
- ✦ Fluency in written and spoken English
- ✦ Fluency in German

Soft Skills

- ✦ Ability to multitask efficiently and work under pressure
- ✦ Stress resistant and solution orientated
- ✦ Team spirit and a willingness to go the extra mile
- ✦ Additional languages

END

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Detailed Job Description

- ✦ “Department” lead and responsible person for all beach handball topics within the EHF
- ✦ Personnel Management and supervision of the Beach Handball Coordinator
- ✦ In charge of the beach handball budget planning, invoices, and final accounting
- ✦ Management and guidance of the **EHF Beach Handball Commission**:
 - Strategy and Coordination
 - Master Plan development and fulfilment
 - Meeting administration and follow up (flights, agenda, minutes, financial settlement)
 - EXEC Report and motions
 - Event reports FD and EXEC
 - Presentations seminars and conferences
- ✦ **IHF/EOC cooperation** and regular exchange
- ✦ **Event preparation for all BH events** (detailed tasks see end of the list):
 - Beach Handball EURO
 - YAC Beach Handball EURO
 - BH EURO Qualification tournaments (“BH Championships”)
 - Champions Cup
 - ebt Finals
 - EUSA Championships and Games
 - European Games 2023 (EOC cooperation, agreement and playing system)
- ✦ **Legal issues and documents**
 - Regulations renewal and updates
 - Partner contracts
 - Event organiser contracts
 - Event and competition related cases
- ✦ **Media**: strategy, ideas, content input and campaigns for beach handball + new website
- ✦ **TV**: Live-streaming coordination, TV graphics, support BH EURO TV strategy and implementation
- ✦ **Marketing and brand**: project lead and strategy
- ✦ **IT** projects and demand management, accreditation, and errors Pluriscout + ebt platform
- ✦ **Education courses** for beach handball (bid, awarding, organisation, invitations, programme, lecturer’s nomination, administration candidates, certificates, etc.)
- ✦ Implementation of a new **online testing and eLearning** for BH
- ✦ Beach Handball **Lecturer**: management and administration
- ✦ Beach Handball **Development programmes**: strategy and administration
- ✦ **Publications and teaching material**: print and online
- ✦ **Partner and supplier**: key account for beach handball
- ✦ Beach Handball **clothing** for officials and lecturers: Planning, order and distribution

Ad Event preparation

- Calling for organiser
- Awarding documents and motions
- Workshops & inspections
- Contract OC
- Calling participating teams
- Nominations of referees and delegates
- Teams and officials' info
- Travel organisation in cooperation with the organiser
- Playing system and court plan set-up and match administration HQ
- Marketing issues
- TV and live stream organisation
- Technology (goal-line, IVR, digital scoresheet, scoreboards, etc.)
- Shipment event equipment
- Regulations & Anti-Doping issues
- Awards, trophies and additional event equipment
- Tournament organisation on-site and disciplinary cases
- Reports (EXEC and EHF officials) and Qualitative analysis EURO
- *Covid protocol and administration (since 2020)*
- Final accounting

END