



## **1**      **JOB OFFER**

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→ **Position**

Top Sports Manager

→ **Assignment**

- A full-time contract for an indefinite period. An attractive salary and fringe benefits.
- Flexible working hours

→ **Place of employment**

Huis van de Sport - Zuiderlaan 13, 9000 Ghent

## **2**      **WHO WE ARE**

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The “Gymnastiekfederatie Vlaanderen vzw” (Gymfed) is Flanders’ third largest sports federation with 120,000 individual members, from approximately 320 clubs. Some 50 employees are responsible for the development of gymnastics in Flanders, the service to the clubs, the recreational and competitive sports offer and guiding top sports gymnasts.

The top sports activities for gymnastics in Flanders are centralised in the Ghent Top Sports Centre (Topsportcentrum). Some 65 gymnasts train under the guidance of a professional team of trainers and a (para)medical unit so that promising and top gymnasts from the disciplines Men’s and Women’s Artistic Gymnastics and Acrobatic Gymnastics are able to combine their studies with top-class sport in a structured way.

Gymfed will recruit a top sports manager to lead and direct these top sports activities. This manager, backed up by a staff and coaches, will be the driving force behind the federation's top-level sports policy. The top sports manager leads, implements and coordinates the top sports activities within the federation and is the contact person internally and externally for everything concerning top sports.

Are you passionate about top-class sport and gymnastics? Do you want to contribute to the topsport policy of our federation? Then be sure to read on!



### 3 JOB DESCRIPTION

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As Top sports manager you are part of the Gymfed management team. Besides being responsible for your own work domain, you will also be closely involved in the federation's general policy and in the achievement of its organisational goals.

You will be responsible for:

The federation's top-level sports policy, in particular:

- Setting the long and medium term objectives for the disciplines Men's and Women's Artistic Gymnastics and Acrobatic Gymnastics and for the other disciplines in consultation with the responsible coordinators.
- Determining, implementing and evaluating the policy lines in function of these objectives for all top-level sports disciplines in the long and medium term.
- The implementation of the Gymfed policy in the field of healthy and ethical sports. You monitor the priorities and take decisions while putting the top sports athlete central.
- Realising the global top-sports programme by coordinating the development and elaboration (or adjustment) of the top-sports multi-year planning for Men's and Women's Artistic Gymnastics and Acrobatic Gymnastics, all within the set budgets.
- Regularly evaluating the functioning (within the federation and at the national level) and checking the realised results against the predefined objectives.
- Realising and managing suitable support (interdisciplinary team) for the top athletes, in collaboration with the coordinators and within the set budgets.
- Realising a successful substructure with the proposed inflow of talented gymnasts.
- Advising the General Manager and the Governing Body concerning the appointment of the head coach per discipline, as well as the recruitment and evaluation of centre and regional coaches, the medical and supporting professional staff (in consultation with the General Manager).
- Leading the top sports committees.
- Representing the federation at important competitions: you act as a sounding board for the coaches, hold team meetings and are the contact point for the delegation, possibly also for the press, should there be no communication officer present.
- Ensuring a smooth and efficient internal communication and information flow with regard to the main lines of the top sports policy.
- Regular consultation with the person in charge for sports policy in order to achieve optimum coordination between the federation's sports policy and top-level sports activities.



As a member of the management team, you bear some additional responsibilities with regard to the federation's overall policy, in addition to those that your specific position already entails:

- You are co-responsible for the general policy of the federation (its development, execution, follow-up, accountability, evaluation and adjustment) and in this context you actively participate in specific meetings or working groups on cross-domain themes.
- You are co-responsible for the overall financial policy of the federation and actively monitor this for your domain(s) as well as for the entire federation (e.g. multi-year budget federation, forecast ...).
- You actively participate, when invited, in board meetings with the aim to inform and advise the Executive Committee and the Governing Body, both on matters regarding your own domain and on cross-domain matters.
- You are present at and actively participate in activities within the framework of the general federation work (e.g. General Assembly, events, etc.). In this way, you build up a good contact with our clubs and our partners/stakeholders.
- You represent the federation's interests by participating in activities that are relevant in the context of the federation's top-level sports activities. (e.g. activities and training organised by Sport Vlaanderen, ...)

#### **4 YOUR POSITION WITHIN OUR FEDERATION**

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For the realization of the above tasks, you work closely with the Gymnastics Federation's employees and you consult the General Manager and the governing body on a regular basis.

You report to the General Manager and supervise the coordinators of the various top-level sports disciplines, the top-level sports support team and the (head) coaches of Men's and Women's Artistic Gymnastics and Acrobatic Gymnastics. You manage the team and the (head) coaches, determine their objectives, follow up their realisation and adjust where necessary.

You advise the governing body of the Gymnastics Federation and are invited to its meetings (without voting rights).

#### **5 YOUR MAIN CONTACTS**

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- Coordinators of Men's and Women's Artistic Gymnastics and Acrobatic Gymnastics and the top sports support team
- (Head) coaches Men's and Women's Artistic Gymnastics and Acrobatic Gymnastics
- General Manager
- Coordinators of other top sport disciplines



- Agencies and partners of our top-level sports operation (e.g. Sport Vlaanderen, school, boarding school, regional clubs...)
- Gymfed governing body
- Gymnasts, parents, clubs...
- Fédération francophone de Gymnastique and the Royal Belgian Gymnastics Federation

## 6 YOUR PROFILE

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- You have relevant experience in a managerial position (preferably in the non-profit sector).
- You are dynamic, entrepreneurial and driven.
- You are familiar with top-class sport and with the functioning of a top-class sports federation in the current sports landscape.
- Knowledge of gymnastics and its disciplines is an important asset.
- You are not afraid of taking decisions and responsibility (often in stressful situations), neither are you afraid of tight deadlines!
- You work carefully, are reliable and discrete.
- You are strong in conceptual, strategic and solution-oriented thinking and acting.
- You are communicative and can express yourself fluently in Dutch, French and English.
- "Teamwork makes the dream work" is your motto: you can motivate and inspire your co-workers to achieve the set objectives together.
- You are flexible, you are not afraid of regular evening- and weekend work.

## 7 OUR OFFER

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- An exciting and versatile function with responsibility in a very dynamic top sports environment.
- A full-time contract for an indefinite period with an attractive salary and fringe benefits.
- Flexible working hours.
- Immediate employment.
- Place of employment: Huis van de Sport, Zuiderlaan 13, 9000 Ghent.

## 8 INTERESTED?

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Then send your application (CV and motivation) **no later than 15 August 2022** to Ilse Arys, General Manager Gymnastics Federation Flanders, via [ilsearys@gymfed.be](mailto:ilsearys@gymfed.be).