



CPISTRA Volunteer Coordinator

CPISTRA is the leading international sports body governing and promoting sport and recreation for people with Cerebral Palsy (CP) throughout the World. CPISTRA is a founding member of the Paralympics. It is an innovative organisation of members and volunteers performing a number of roles that;

- Promote the value of sport and recreation for those with cerebral palsy or a related neurological condition
- Facilitate international sports opportunities from grassroots to elite, including the delivery of CPISTRA Regional Events and CPISTRA World Games.
- Develop new and adaptive recreation and sports. For example, Boccia and CP Football are Paralympic sports that were both developed to International Sports Federations by CPISTRA.
- Advocate for CP athletes across sports in supporting competition in a “fair” environment.
- Encourage research into CP exercise, well-being, recreation and sport.

CPISTRA is commencing an exciting phase in its evolution and is expanding its scope, activities, events and membership.

Role Summary:

CPISTRA is looking to recruit a **Volunteer Coordinator** to co-ordinate and lead the CPISTRA volunteer recruitment programme. With CPISTRA being an organisation of volunteers, this role will be pivotal to the successful evolution of CPISTRA. Its an exciting opportunity to co-ordinate international and multi-cultural recruitment that will directly shape the possibilities for CPISTRA.

The selected person will be home-based.

Although the position is unpaid, the experience you will receive is invaluable and the contribution you will make immense.

Key responsibilities:

- Organise an ongoing recruitment programme to attract volunteers.
- Manage and co-ordinate recruitment of Volunteers.
- Liaise closely with CPISRA Board and Committees to ensure the recruitment programme reflects their activities and plans.
- Review applications and interview prospective volunteers, including matching their skills and abilities to CPISRA needs.
- Manage and ensure volunteer recruitment information is maintained.
- Support the creation of and updating of recruitment policies and procedures.
- Help prepare role descriptions and agreements.
- Supervise supportive recruitment administration volunteers.

Candidates will need:

- A university degree and/or working experience in a relevant field
- Strong interpersonal skills and knowledge of people management
- An understanding of volunteer legislation, policies and procedures
- A general understanding and interest in sport, competitions and recreation.
- To be flexible and be able to write and report on tight deadlines.
- IT literate and familiar with social/digital media, such as Facebook, Twitter and YouTube.

Want to apply?

If you are interested and meet our requirements, send your CV and cover letter (English) to CPISRA at info@cpisra.org

If you have any further questions, do not hesitate to contact us or see further information about CPISRA on our website at www.cpisra.org